**STATE OF MAINE**

**Department of Environmental Protection**

*Division of Materials Management*



**RFP#** **202412217**

**2024-25 Waste Diversion Grants Program, Special Round for Organics Management Activities**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Mark King **Title:** Organics Management Specialist**Contact Information:** mark.a.king@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** January 11, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** January 31, 2025, no later than 11:59 p.m., local time. *Proposals must be submitted electronically to the following address:***Electronic (e-mail) Submission Address:** Proposals@maine.gov |

TABLE OF CONTENTS

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **5-7** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. ELIGIBILITY TO SUBMIT BIDS
 |  |
| 1. FUNDING PRIORITIES
2. CONTRACT TERMS
 |  |
| 1. NUMBER OF AWARDS
 |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **8**-**9** |
|  |  |
| **PART III KEY RFP EVENTS** | **10-11** |
| 1. QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. SUBMITTING THE PROPOSAL
 |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **12-14** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **15-16** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING WEIGHTS AND PROCESS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **17** |
| 1. CONTRACT DOCUMENT
 |  |
| 1. STANDARD STATE CONTRACT PROVISIONS
 |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **18-26** |
| * **APPENDIX A** – PROPOSAL COVER PAGE
 |  |
| * **APPENDIX B** – RESPONSIBLE BIDDER CERTIFICATION
 |  |
| * **APPENDIX C** – QUALIFICATIONS and EXPERIENCE FORM
 |  |
| * **APPENDIX D** – COST PROPOSAL FORM
 |  |
| * **APPENDIX E** – SUBMITTED QUESTIONS FORM
 |  |
|  |  |
|  |  |
|  |  |

PUBLIC NOTICE

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**State of Maine**

**Department of Environmental Protection**

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program Special Round-Organics Management Activities**

The State of Maine is seeking proposals to assist in the development, implementation or improvement of programs, projects, initiatives, or activities designed to increase the diversion of organic waste from disposal. Eligible projects may include but are not limited to the following categories: organic waste diversion education, source reduction, upcycling of discarded materials, donations of food or other materials, composting and digestion. Projects that contain any references to disposal practices (landfilling or waste to energy incineration) are strongly discouraged and will be deemed ineligible from consideration.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on January 31, 2025. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ e-mail address by the deadline will not be considered for contract award.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Department of Environmental Protection |
| **Disposal** | The discharge, deposit, dumping, spilling, leaking, placing or incineration of any solid waste into or on any land, air, or water so that the solid waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including ground waters, including landfilling and waste-to-energy incineration. |
| **Composting** | Controlled aerobic decomposition of organic materials to create a stable humus product. |
| **Food Scraps** | Food preparation discards; uneaten or spoiled food. |
| **Organics** | Carbon and nitrogen-based materials, including but not limited to, food scraps, leaves, grass, sawdust, horse, and bovine manures; category also includes food scraps. |
| **Organics Management** | Separation of food scraps or other organics from solid waste for composting, anaerobic digestion, or beneficial reuse. |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine - Department of Environmental Protection**

*Division of Materials Management*

**RFP# 202412217**

**2024 Waste Diversion Grants Program, Special Round-Organics Management Activities**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Environmental Protection (Department) is seeking proposals to assist in the development, implementation, or improvement of programs, projects, initiatives, or activities designed to increase the diversion of organic waste from disposal as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure, and criteria by which the awarded applicant will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded applicant.

In accordance with 38 MRSA §2201-B, the Maine Solid Waste Diversion Grant Program, <https://www.maine.gov/dep/sustainability/compost/grant.html>, the Department is making grant funding available to eligible Maine-based public and private entities to assist in the development, implementation or improvement of organics management programs, initiatives or activities designed to increase the diversion of these materials from solid waste disposal, including waste reduction activities. Maine law (38 MRSA §2132.1-B) sets a goal of reducing the amount of waste disposed per capita by 5% every five (5) years. Progress toward this goal can be achieved by implementing innovative and proven local, regional, and statewide initiatives aimed at reducing the generation of solid waste, and at increasing the recovery and utilization of discarded materials including organics.

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 an applicant 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. applicants 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 applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an applicant’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the applicant 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. In cases where there is more than one applicant per proposal, both parties must be listed as “co-applicants”. If an award is made on a joint proposal, one party will be designated as the “awardee”, and they will be the legal signature on any Department Contract.
	6. The RFP and the awarded applicant’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 contained herein, are included in this reference. It is the applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**
	1. In accordance with [38 M.R.S. § 2201-B](https://www.mainelegislature.org/legis/statutes/38/title38sec2201-B.html), the [Maine Solid Waste Diversion Grant Program](https://www.maine.gov/dep/sustainability/compost/grant.html), the Department may disburse grants under the program to any Maine-based public or private entity demonstrating that a proposed program, project, initiative, or activity is, in the Department's determination, likely to increase the diversion of organic waste from disposal within a particular community, municipality, or region or the State. Eligible projects include but are not limited to, municipal or regional composting activities, organics recovery, including the establishment of such programs (including education and outreach) or the purchase of infrastructure, equipment, or other items necessary to implement such programs or improve existing programs. Waste Diversion Funds may also be used for programs designed to provide equipment for or otherwise support residential composting and recycling; programs or business models designed to collect, transport for processing or process organic or recyclable materials; pilot programs designed to implement and test composting efforts and organics recovery, and initiatives or programs designed to educate certain categories of individuals or the general public about composting or organics recovery or to otherwise improve individual or community waste management practices.
	2. In cases where there is more than one applicant per proposal, both parties must be listed as “co-applicants”. If an award is made on a joint proposal, one party will be designated as the “awardee”, and they will be the legal signature on any Department Contract.
	3. The Department will consider the environmental compliance history of grant applicants during its evaluation of proposals. Applicants must disclose any relevant information (including letters of warning, notices of violation and any other enforcement actions) so that the Waste Diversion Grant Consensus Evaluation Team may make an informed decision on the application. Failure to disclose this information may result in disqualification of the proposal.
3. **Funding Priorities**

In accordance with [38 M.R.S. § 2201-B](https://www.mainelegislature.org/legis/statutes/38/title38sec2201-B.html), the [Maine Solid Waste Diversion Grant Program](https://www.maine.gov/dep/sustainability/compost/grant.html), the Department shall give highest priority in the awarding of funds under this section to programs, projects, initiatives, or activities proposed by municipal or regional association applicants. The Department shall also give priority to applicants proposing programs, projects, initiatives, or activities that are likely to increase the removal and recycling of organic materials from municipal waste streams. Finally, special consideration will be given to projects that have not received previous Waste Diversion Grant Funding and/or are in an underserved part of the State. The awarding of funds under this section must be consistent with the food recovery hierarchy established under [38 M.R.S. § 2101-B](https://www.mainelegislature.org/legis/statutes/38/title38sec2101-B.html) and must be prioritized to provide the most benefit to the State in terms of increasing the diversion of solid waste from disposal.

1. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, 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.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | March 18, 2025 | March 18, 2027 |

1. **Number of Awards**

The Department anticipates making up to ten (10) awards potentially ranging from $1,000 - $60,000 each because of this RFP process. The number of awards will be based on the ranking of proposals and availability of funds. The exact amount of funding available for this round has not yet been determined, but previous rounds have awarded up to $240,000.00 for all projects combined.

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

The Department is seeking to award multiple projects that will assist in the development, implementation, or improvement of programs, projects, initiatives, or activities that will increase the separation, recovery, recycling, or diversion of organic waste from disposal in the State.

The Department is specifically seeking proposals that will:

1. Take advantage of regional economies of scale.
2. Increase organics management and recycling infrastructure in underserved areas of the state.
3. Promote waste reduction through reuse, repair, upcycling, and sharing economy initiatives.
4. Reduce wasted food through donation or other sharing initiatives.
5. Enhance the delivery of educational initiatives to promote organics management.
6. Address a statewide need; and/or
7. Expand the types of materials managed through composting and other organics management efforts.
8. **Proposal Contents**

The proposal shall include the following, as appropriate and applicable:

1. A brief description of the proposed project, including:
	1. its essential elements.
	2. the specific organic components of the waste stream that will be diverted and directed towards reuse, repair, recycling, composting, upcycling, or captured for other organics management options.
	3. the location.
	4. entities served.
	5. an explanation of how the proposed program will improve, expand, or provide source reduction, recycling/upcycling, or other organics management services.
2. A description of the need for this initiative and how it has been identified, including any relevant data.
3. An estimate of the types and amounts of materials expected to be annually diverted from disposal.
4. A description of how the feasibility of the initiative has been evaluated, including information on the likelihood of community support and the establishment of partnerships necessary for successful implementation.
	1. For proposals designed to increase recycling and/or organics diversion from disposal, include information identifying or supporting the planned ‘end-markets’ for the materials.
5. Identification of proposed acquisitions of equipment, including but not limited to:
	1. Balers, recycling containers, collection bins, curbside containers, and collection vehicles.
	2. **Note: for vehicle purchases, please include a quote from a dealership that includes the make, model, VIN Number (if applicable), photo (if available), projected cost, and a detailed description of how the vehicle purchase will enhance existing operations or help create new operations.**
	3. Equipment to assist with source separation, collection and/or receipt of kitchen food discards and other organics, for delivery to composting facilities or anaerobic digesters.
6. A description of any proposed facility construction, facility renovations, or other improvements, including a site drawing clearly showing all existing relevant facilities and the changes that will result from the proposed project.
7. An explanation of how this proposed project, and any existing facilities and operations fit together.
8. The components of any planned training, education, and outreach; the intended audience(s); and how the training, education, and outreach will be implemented.
9. A description of any data gathering and record keeping systems that will be used to measure the amount of materials diverted from disposal, and the related cost savings realized by the participating entities to report to the Department.
10. An explanation of how the project will impact your program’s current and future operating costs, including financial estimates.
11. **Additional Information**
	1. Any purchased equipment and supporting materials must be primarily dedicated to sustainable materials management activities associated with organics management.
	2. Projects or programs that have already been undertaken are not eligible for grant awards, unless the proposal includes significant changes/alterations that address any of the statutory criteria noted in Part I, Section D, above.
	3. Proposals for new projects or programs and proposals to expand or improve existing programs or facilities are eligible.
	4. Any proposed funding for positions as part of the grant proposal must be limited to students or interns that are essential and limited to the development of the project. Salaries for existing staff positions are not eligible for funding but may be used to help offset the required 25% match.
	5. Any ongoing funding for positions after project inception will be the responsibility of the grantee.
	6. The awarding of grant funds by the Department will be contingent upon the acquisition of any license or approval required prior to proposal submission. This includes any state or local licenses or approvals that may be required prior to initiation of any projects or programs. Any internal or external information regarding the licensure status of the proposed project will be taken into consideration by the Evaluation Team during deliberations. Certain projects (e.g., small composting operations) may be exempt from regulation when proposed and initiated but expand over time to exceed exemption thresholds. In this case, required licenses/approvals must be obtained prior to constructing or operating in a manner that triggers the requirement for such a license or approval. Initiation, construction or operation of a project or program that requires a license/approval without such license/approval may result in the withdrawal of grant funding by the Department.
	7. **Required Match:** ***Note: For this program, cost-sharing is required, and shall not be less than 25% of the total project cost identified in the Applicant’s proposal [please pay strict attention to this calculation as failure to meet the minimum 25% match of the total project cost will result in disqualification of the proposal from further consideration, See Part IV, Section III Cost Proposal for details].***
	8. **Requirements for Proving Financial Match: All proposals providing financial match must include proof of available funds, as an addendum, at the time of submission of a proposal to the Department. Proof may include any of the following:**
* **A recent bank statement,**
* **Notice of intent to fund by an entity other than the applicant, or**
* **Any communication verifying available funds on financial institution letterhead.**

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all applicants and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions. All questions regarding the RFP must be submitted in writing using the following protocol:
		1. Applicants and other interested parties must use **Appendix E** – Submitted Questions Form – for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form 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. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
		4. **Once the Submitted Question deadline passes, applicants may no longer contact the RFP Coordinator. However, the RFP Coordinator may contact applicants for clarifications during the review process**.
	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. **Submitting the Proposal**
	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. 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. No further proposal amendments or additions will be accepted after the submission deadline has passed.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at 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.
		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. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission. File size limits are 25MB per e-mail. applicants 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 on the cover page of the RFP.
		4. Applicants are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202412217 Proposal Submission – [ applicant’s Name]”**
		5. Applicants’ 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 [ applicant’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 [ applicant’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 [ applicant’s Name] – Proposed Services:**

*PDF format preferred.*

All required information and attachments are listed in PART IV, Section III.

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

*PDF format preferred.*

**Appendix D** (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 applicants to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the applicant’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The applicant’s proposal 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.

 applicants 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. 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 [Note: All the following requested information serves as a minimum baseline that is necessary to help the evaluation team make thoughtful and informed decisions—failure to provide this information may result in disqualification of the proposal]**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Applicants must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page shows the specific information requested, including applicant address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter contracts on behalf of the applicant.

* 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 contracts on behalf of the Bidder.

The RFP Coordinator will also decide regarding the eligibility of the proposal for grant funding based the eligibility criteria listed

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Applicants must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. applicants must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the applicant’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, applicants 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**

Applicants must provide an organizational chart. The organization chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Applicants must attach a list of all current litigation in which the applicant is named and a list of all closed cases that have closed within the past five (5) years in which the applicant paid the claimant either as part of a settlement or by decree. For each, list the entity suing, the complaint, the accusation, amount, and outcome.

* 1. **Financial Viability**

Applicants must provide the following information for each of the past three tax years:

* + 1. Balance Sheets; and
		2. Income (Profit/Loss) Statements.
		3. Please do not include income tax statements.
	1. **Certificate of Insurance**

 applicants must provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the applicant’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. **Services to be Provided.**

Discuss the Scope of Services referenced above in Part II of the RFP and what the applicant will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes because of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

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

* 1. **General Instructions**
		1. Applicants must submit a cost proposal that covers the period starting March 18, 2025, and ending on March 18, 2026.
		2. The cost proposal must include the costs necessary for the applicant to fully comply with the contract terms, conditions, and RFP requirements.
		3. Subcontractor and other labor costs must be short-term and necessary for the development and implementation of the project (i.e., electricians, plumbers, carpenters, and other contractors).
		4. The following items are not eligible for grant funding consideration:
1. Proposals that require legislation to be enacted before they can be started,
2. Proposals that require authorizations or licenses that have not been received prior to proposal submission,
3. Administrative, fringe and other indirect costs, including benefits, overhead costs, and other related items,
4. Full and part-time salaries of project staff or long-term employees, with the following exception:
	* 1. Students or interns may be funded if their position is short-term and deemed essential to the initiation and development of the project.
		2. Any ongoing funding for positions after project inception will be the responsibility of the grantee.
5. Any collection, transport or disposal costs or other on-going waste handling costs associated with the proposed project.
6. Waste Diversion funds may not be used to pay for any subscription service fees for food scrap or recyclables collection.
7. Costs related to the preparation of the proposal for the RFP or to the negotiation of the contract with the Department.
	1. **Determining the Required 25% Match:**
		* 1. Calculate the total project cost (this can be an estimate),
			2. Multiply the project cost value by 0.25,
			3. That value is the proposed match.

Example, Municipal Compost Facility

Total Estimated Cost is $39,000.00 for facility completion.

$39,000 x 0.25 = $9,750 (that is the proposed match)

$39,000 - $9,750 = $29,250 (that is the amount requested from the grant)

* 1. **Cost Proposal Form Instructions**

Applicants must fill out **Appendix D** (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 the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process - General Information**
	1. Prior to convening the evaluation team, the grant coordinator will examine all proposals to determine if the proposal meets the eligibility requirements, that the required information is complete, and that the minimum match has been met. Any proposal failing to meet the minimum standards will be disqualified (deemed “non-responsive”) and will not receive further consideration from the evaluation team.
	2. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	3. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who can meet 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 applicant whose proposal provides the best value to the State of Maine.
	4. The Department reserves the right to communicate and/or schedule interviews/presentations with applicants, if needed, to obtain clarification of information contained in the proposals received.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Preliminary Information (Pass/Fail-No Points)**

 Includes all elements addressed above in Part IV, Section I. Additionally, proposals will be evaluated for completeness, eligibility, and meeting the minimum match requirements. Proposals failing to meet any of the eligibility criteria or failing to meet minimum match requirements, will be deemed “non-responsive” to the RFP and will receive a “Fail” on their consensus evaluation sheet.

**Section II. Organization Qualifications and Experience (15 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III. Proposed Services (50 points)**

Includes all elements addressed above in Part IV, Section III.

**Section IV. Cost Proposal (35 points)**

Includes all elements addressed above in Part IV, Section IV.

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, 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. Sections IV of the Cost Proposal will be scored as described below.

Regarding the proposed funds requested and the proposed work, the review team will consider the degree to which the project represents a *good return for the investment.*

(money, time, etc.) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded applicant 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 applicant who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. If an acceptable contract cannot be negotiated with the highest ranked applicant, the Department may withdraw its award and negotiate with the next-highest ranked applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
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 applicant.
	4. The Department reserves the right to reject 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. § 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 applicant will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

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 Division of Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](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 applicants. (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 applicant 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 applicant in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor based on the 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** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Department of Environmental Protection**

**PROPOSAL COVER PAGE**

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program, Special Round-Organics Management Activities**

|  |  |
| --- | --- |
|  **applicant’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:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department, or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the applicant’s proposal.
* No attempt has been made, or will be made, by the applicant to induce any other person or firm to submit or not to submit a proposal.
* The 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**

**Department of Department of Environmental Protection**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program, Special Round-Organics Management Activities**

|  |  |
| --- | --- |
|  **applicant’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**

**Department of Environmental Protection**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program, Special Round-Organics Management Activities**

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

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the applicant’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.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the applicant.***If the applicant has not provided similar services, note this, and describe experience with projects that highlight the applicant’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** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Environmental Protection**

**COST PROPOSAL FORM**

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program, Special Round-Organics Management Activities**

|  |  |
| --- | --- |
|  **applicant’s Organization Name:** |  |
| **Proposed Cost:** | **$**  |

|  |
| --- |
| **Cost Proposal** |
| Include in this spreadsheet anticipated costs to be funded by the grant and any project / program costs to be funded by the applicant (**a minimum 25% match is required of the total estimated project cost**, which may include in-kind services). You may add additional rows as needed.  |
| **Cost Item** | **Amount from Grant** | **Amount from Applicant (if any)** |
| Equipment (list items) |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Materials (list items) |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Facilities (list items) |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Labor (list positions, roles, and hourly rate) |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Totals:** |   |   |
| **Total Proposed Cost (Grant Contribution + Match):** |  |
| Notes: |

**APPENDIX E**

**State of Maine**

**Department of Department of Environmental Protection**

**SUBMITTED QUESTIONS FORM**

**RFP# 202412217**

**2024-25 Waste Diversion Grants Program, Special Round-Organics Management Activities**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*