**STATE OF MAINE**

**Department of Public Safety**

*Maine Criminal Justice Academy*



**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

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| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Lincoln Ryder |
| **TITLE:** | Assistant Director |
| **EMAIL:** | [lincoln.e.ryder@maine.gov](mailto:lincoln.e.ryder@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | February 21st, 2025 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:** | March 5th, 2025 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**

**Department of Public Safety**

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

The State of Maine is seeking proposals for a law enforcement current needs assessment/job task analysis and subsequent curriculum development.

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 March 4th 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** |
| **Department** | Department of Public Safety |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **BLETP** | Basic Law Enforcement Training Program |
| **Academy or MCJA** | Maine Criminal Justice Academy |
| **JTA** | Job Task Analysis |
| **De-escalation** | Taking action or communicating verbally or nonverbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. |

**State of Maine**

**Department of Public Safety**

*Maine Criminal Justice Academy*

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Public Safety (Department) is seeking a law enforcement needs assessment / job task analysis and law enforcement curriculum development services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Maine Criminal Justice Academy (hereafter Academy or MCJA) is a division of the Maine Department of Public Safety (DPS) and is the state agency responsible for the training and certification of all criminal justice personnel in the state’s 152 law enforcement agencies and 21 correctional agencies. As of December 2023, this includes the following 4,997 authorized positions in the state (2023 Annual Report to The Joint Standing Committee on Criminal Justice and Public Safety, April 2024):

* 2,910 full-time law enforcement officers
* 570 part-time law enforcement officers
* 1,312 corrections officers
* 26 transport officers
* 120 judicial marshals
* 14 capitol police officers
* 21 harbor masters with arrest powers
* 24 shellfish wardens with arrest powers

The Academy is governed by the Board of Trustees which consists of nineteen members.

1. Five members are ex officio, including: the Commissioner of Public Safety, the Attorney General (or designee), the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, the Commissioner of Corrections, and the Chief of the State Police.
2. Additionally, fourteen members are appointed by the Governor: a county sheriff, a chief of a municipal police department, two officers of municipal departments who are not police chiefs, a criminal prosecutor from one of the offices of the District Attorney, a representative of a federal law enforcement agency, one nonsupervisory corrections officer representing a state or county correctional facility, one person who is an attorney who represents defendants in criminal cases, one person knowledgeable about public safety who has been recommended to the Governor by the Wabanaki tribal governments of the Mi'kmaq Nation, the Houlton Band of Maliseet Indians, the Passamaquoddy Tribe at Motahkmikuk, the Passamaquoddy Tribe at Sipayik and the Penobscot Nation; the following 5 civilian board members are required not to have ever been a sworn member of a law enforcement agency: 3 citizens, an educator, and a municipal official.
3. This diverse group provides feedback from varying backgrounds and experience to properly represent Maine’s citizens in the governance of its criminal justice training and certificate holders.

The Academy is administered by the Academy Director who also serves as the Executive Director of the Board of Trustees. Additional Academy staff include:

1. An Assistant Director who is responsible for the day-to-day operations of the Academy.
2. Five MCJA Training Coordinators who administer and coordinate training for the various course offerings and manage assigned certifications. They also work with the state’s subject matter experts to develop curriculum for courses and exclusively are responsible for instructing the Academy’s 80-hour Methods of Instruction Course which is used to train and certify instructor staff for Academy program development and delivery.
   1. In collaboration with DPS and to support the Academy’s work, the Maine Department of Corrections (DOC) has also assigned a sixth staff member to this cadre of Training Coordinators who is a DOC Staff Development Specialist and Probation Officer. This staff member assists with corrections related programs and curriculum and is assigned as project manager in developing a Community Corrections Basic Training Program pursuant to a recent statutory initiative by DOC to bring the state’s probation officers under the Academy and its Board’s authority for training and certification.
3. An Office Associate II Supervisor who acts as the Board of Trustees clerk and supervises the office administrative staff.
4. Five Office Associate IIs who comprise a team of administrative and support specialists who assist the Training Coordinators with paperwork, course materials, and processes necessary for course offerings and certifications. Additionally, they assist the Director and Assistant Director by providing administrative support with projects and the required law enforcement and corrections agency annual reporting to the Board of Trustees and Maine Legislature.

The Academy is centrally located in the state on 105 acres of land in the town of Vassalboro. The Academy’s main building complex is comprised of 4 interconnected buildings:

1. A-Building houses billets and training areas for the Academy’s Basic Law Enforcement Training Program (BLETP).
2. B-Building houses MCJA administration and academic classrooms.
3. C-Building houses the Academy’s dining services on the first floor while the second and third floors are billet space for in-service course offerings. Due to the size of the State of Maine and the fact that the Academy is the only law enforcement or correctional training academy in the state, the BLETP is a residential program and as often as possible, in-service classes are offered billet space in an attempt to lower financial barriers for agencies to send staff for training.
4. D-Building is a 19,000 square foot Tactical Training Center with an indoor running track. Physical fitness training and testing is conducted here as well as practical skills and scenario-based training. The space is structured to allow vehicles to be brought into the facility to be incorporated in training and allows training to occur regardless of weather conditions. This also hosts Academy graduations for its law enforcement and corrections classes.

The Academy and its Board of Trustees are empowered in statute pursuant to [25 Maine Revised Statutes (MRS) Chapter 341](https://legislature.maine.gov/legis/statutes/25/title25sec2801.html). The statutory purpose includes a charge to promote the highest levels of professional law enforcement performance and facilitate coordination and cooperation between various criminal justice agencies. Further, pursuant to [25 MRS §2803-A](https://legislature.maine.gov/legis/statutes/25/title25sec2803-A.html), the Board of Trustees is responsible for duties including:

1. Establishing training and certification standards (which must be based on an officer’s demonstration of having acquired specific knowledge and skills directly related to job performance), set requirements for board-approved courses, prescribe curriculum, and certify graduates of board-approved courses and persons for whom the board has waived the training requirements of chapter 341, including: law enforcement officers (all state and municipal officers, and county sheriffs’ deputies), sheriffs, adult corrections officers, juvenile corrections officers, harbor masters, shellfish wardens, capitol police officers, judicial marshals, transport officers, and forest rangers.
2. Establish admission standards for board-approved courses.
3. Certification of instructors for Academy courses.
4. Establishing standards of conduct and taking disciplinary action, including suspension or revocation of certification, against certificate holders or applicants for a certificate for misconduct outlined in [25 MRS §2806-A](https://legislature.maine.gov/legis/statutes/25/title25sec2806-A.html).

The Academy’s course for certification of full-time law enforcement officers in the state is the Basic Law Enforcement Training Program (BLETP) and is authorized and further delineated in [25 MRS §2804-C](https://legislature.maine.gov/legis/statutes/25/title25sec2804-C.html).

1. The current board-approved course curriculum is 720-hours of instruction over 18-weeks and is a residential course.
2. The course is organized into 8 sections and totals 91 blocks of instruction. The current BLETP curriculum was developed in a 2004 initiative by the Board of Trustees and then Academy Director John Rogers and was based on a job task analysis (JTA).
   1. This allowed for proper curriculum development focused on what law enforcement officers in Maine needed for knowledge, skills, and abilities to perform their jobs.
   2. Pursuant to [25 MRS §2804-C(4)(C)](https://legislature.maine.gov/legis/statutes/25/title25sec2804-C.html) enacted in 2005, the BLETP is statutorily required to and does incorporate a community policing philosophy in the training program consistent with current professional values and industry best practices of modern policing.

Since 2001, officers from all 152 law enforcement agencies in the state are trained at the BLETP under the same paradigm, including: the Maine State Police, Maine Wardens Service, Maine Marine Patrol, Maine Forest Service, all municipal police officers, and all county sheriffs’ deputies.

1. This was a shift from previous Academy training models of the prior three decades when training was siloed, segregating the Maine State Police training in their 22-week Recruit Training Troop from the 12-week Municipal / County Basic Police School and 8-week State Law Enforcement Basic School which served other State law enforcement agencies (such as Liquor Enforcement, Maine Wardens Service, Maine Marine Patrol, and Maine Forest Service). This new BLETP was a huge step forward in building interagency working relationships, networking, collaboration, and teamwork, fostering this at the basic training level for new trainees which has greatly benefited the State and its citizens in the quality of policing services available since.

The BLETP is coordinated by MCJA staff, however, most of the lesson plan development and instruction is conducted through long standing partnerships with the State’s law enforcement community, other state agencies, community members, professional organizations, non-profit organizations, and service providers who contribute subject matter experts (SMEs) with whom Academy staff collaborate.

1. These agencies and groups include Maine’s 152 law enforcement agencies, Maine Chiefs of Police Association, Maine Sheriffs Association, State of Maine Attorney General’s Office, Maine Department of Labor, United States Attorney’s Office, Maine Intelligence and Analysis Center, National Alliance on Mental Illness - Maine, Maine Coalition to End Domestic Violence, Homeless Voices for Justice, Maine Coalition Against Sexual Assault, Disability Rights Maine, and members of the Deaf / Hard of Hearing / Late Deafened community.

The BLETP has a current maximum capacity of 80 students and is offered twice in a calendar year: the first class offering from January to May and the second offering from August to December. Officers are required to complete the BLETP within 12 months of hire as a full-time law enforcement officer, unless they receive a board extension of up to 180-days under extenuating and emergency circumstances in individual cases. A waiver of this requirement is also possible for officers meeting the training standards after having completed an equivalent course.

The current BLETP course curriculum does not explicitly contain a block on de-escalation, though the concepts exist and are integrated in multiple blocks of instruction in the program. Crisis response is specifically covered in the curriculum in blocks such as Responding to Crisis Situations, Interpersonal Communication and Relations, Responding to Active Shooters, Crisis Conflict Management, Critical Incident Stress Debriefing, and Incident Command System.

The problem the Academy seeks to address through this RFP is that although some blocks of instruction have been periodically updated since 2004, the current BLETP curriculum is inadequate and outdated as it is based on a twenty-year old JTA. Further, due to its dated format, the curriculum does not appropriately incorporate adult learning theory in all blocks and follows, in part, a traditional academy curriculum format which lacks integration. Due to limits of financial resources, staffing, and a lack of prioritization, the update of the curriculum is not possible without outside curriculum development resources. Accordingly, this project initiates an immediate BLETP curriculum update (with integrated de-escalation and crisis response training) as part of its strategic plan.

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.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. 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.
   10. 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**

* 1. Experience in conducting law enforcement needs assessments / job task analysis.
  2. Experience in uniform lesson plan development for academy level basic law enforcement training program development based on needs assessment / job task analysis data.

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 1 renewal period, 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 | 04/01/2025 | 09/30/2026 |
| Renewal Period #1 | 10/01/2026 | 09/30/2027 |

1. **Number of Awards**

The Department anticipates making one award as a result of this RFP process.

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

1. The problem the Academy seeks to address through this RFP is an immediate BLETP curriculum update with integrated de-escalation and crisis response training, accomplished as follows:
   1. This RFP is being initiated in collaboration with the Maine Department of Public Safety and the Division of Procurement Services to identify, select, and contract with a qualified vendor to accomplish the following:
      1. Conduct a needs assessment / job task analysis with the State’s 2,500 to 2,900 currently working full-time law enforcement officers to identify job task by assignment, frequency, and criticality.
      2. Use data collected during the needs assessment / JTA to establish relevant topic areas (blocks of instruction) for the new BLETP curriculum.
      3. Develop learning objectives for the newly identified blocks of instruction, including instructional goals and performance objectives for each.
      4. Develop, in conjunction with the Project Manager and available SMEs, a training curriculum for de-escalation and crisis response for the BLETP to be integrated into the new curriculum.
         1. This training will be provided to the MCJA Board of Trustees’ Law Enforcement Training Committee for review and approval and subsequently presented to the Board of Trustees for review and approval as Maine’s police officer standards and training entity pursuant to 25 MRS Chapter 341.
      5. Identify integration points within the newly conceptualized curriculum appropriate for de-escalation and crisis response training.
      6. For proper integration, initial training should occur for these concepts early in the coursework to support and assure proper and complete integration for all available components of the training.
      7. This will better assure BLETP graduates’ understanding and working knowledge of the concepts, strategies and tactics and provide them opportunities to employ them in scenario-based training in the BLETP with the benefit of constructive feedback from the instructors.
      8. Prioritize the identified integration points delineated above for uniform lesson plan development in approved Academy format, including all instructional content.
      9. All lesson deliverables will include a separate instructor and student manuscript for each topic, static visual aids, and testing instruments (written or skill-based).
         1. *NOTE: Blocks of instruction not prioritized in this phase of the project for development due to lack of integration nexus of the targeted training material will be prioritized for lesson plan development to be uniform with the balance of the curriculum and completed using other funding mechanisms by a contracted vendor and / or completed by existing Academy staff working in conjunction with available SMEs as resources allow. This work will occur outside of the grant funding and this RFP.*
      10. As appropriate, the newly created curriculum will include adult learning theory and incorporate scenario-based training.
          1. This will provide a critical opportunity for application of the training while also allowing the students to receive real-time feedback from instructors to reinforce proper application and provide remediation, when necessary.
      11. All newly developed curriculum will comply with standards for the [International Association of Directors of Law Enforcement Standards and Training’s (IADLEST) National Certification Program (NCP).](https://iadlest-ncp.org/)

**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 E** (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# 202501008 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*

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

* **File 4 [Bidder’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 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.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

* A list of any projects in the last 5 years in which the bidder has conducted law enforcement needs assessments / job task analysis, including
  + Clients’ name
  + Project description
  + Project dates
* A list of any projects in the last 5 years in which the bidder has demonstrated experience in uniform lesson plan development for academy level basic law enforcement training program development based on needs assessment / job task analysis data, including:
  + Clients’ name
  + Project description
  + Project dates

**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. **Services to be Provided**

In a narrative response, bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Bidders must provide a realistic work plan for the implementation of the program through the first contract period. The work plan must be displayed in a timeline chart, and 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, Bidders must identify all tasks to be delegated to subcontractors.

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

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the initial period starting 04/01/2025 and ending on 09/30/2026.
     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 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 disqualification or reduction in scoring of the cost proposal, 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. 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 – Eligibility Requirements** |
| **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. | **35 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. | **40 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. | **25 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 25 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 25 points = 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 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 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)

* 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** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Public Safety**

**PROPOSAL COVER PAGE**

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** | |  | | |

* 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**

**Department of Public Safety**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

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

**Department of Public Safety**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

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

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

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

**State of Maine**

**Department of Public Safety**

**COST PROPOSAL FORM**

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

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

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The proposed cost must be presented as a fixed amount and should cover the entire project from beginning to completion.

Please include a complete breakdown of your total proposed cost so that those scoring the RFP are able to determine what each activity is going to cost.

The fixed amount cost will be used to score the cost proposal as defined Part V, B, 3 of the RFP.

**APPENDIX E**

**State of Maine**

**Department of Public Safety**

**SUBMITTED QUESTIONS FORM**

**RFP# 202501008**

**Basic Law Enforcement Training Program (BLETP) Job Task Analysis & Curriculum Development / De-escalation & Crisis Response Training**

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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