**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202501009 Community Led Needs Assessment |
| **RFP ISSUED BY:** | Department of Health and Human Services Maine Center of Disease Control and Prevention |
| **SUBMITTED QUESTIONS DUE DATE:** | February 19, 2025, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | March 3, 2025 |
| **PROPOSALS DUE DATE:** | March 10, 2025, no later than 11:59 p.m., local time. |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFP:**1. Part II, B.1., IT-Service Contract link is updated.
2. Part II, B.4., IT-Service Contract link and Section is updated.
3. **Appendix H**, Cost Proposal form is revised.
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| **REVISED LANGUAGE IN RFP:**1. *Part II, B.1., IT-Service Contract link is updated.*

Obtain and maintain insurance as outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 19. Insurance Requirements.1. *Part II, B.4., IT-Service Contract link and* *Section is updated:*

Comply with all confidentiality requirements outlined in the State of Maine [IT-Service Contract](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/IT%20Service%20Contract%20%28IT-SC%29%20Template%20%28locked%29_1.31.25.pdf), under Rider B-IT, Section 30. Confidentiality.1. ***Appendix H****, Cost Proposal form is replaced in its entirety.*

**The revised Cost Proposal form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.** |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| Not Provided | In light of the Trump administration changes, is this RFP 202501009 still moving forward?  |
| **Answer** |
| Yes. |

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| **2** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is there a page limit for the narrative section of the RFP? |
| **Answer** |
| No. |

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| **3** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the budget ceiling amount for this grant? |
| **Answer** |
| The Department declines to answer. |

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| **4** | **RFP Section & Page Number** | **Question** |
| Not Provided | What's the limit of the administrative cost? |
| **Answer** |
| It is at the Bidder’s discretion to submit a budget that considers all costs associated with providing the services outlined in the RFP. Refer to the revised Cost Proposal form at the beginning of this document.  |

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| **5** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we request more than the usual 10% administrative cost? |
| **Answer** |
| As this is a competitive process, it is at the Bidder’s discretion to propose a budget that considers all costs associated with providing the services outlined in the RFP. Refer to the revised Cost Proposal form at the beginning of this document. |

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| **6** | **RFP Section & Page Number** | **Question** |
| Not Provided | What are the steps to request more than 10% of an administrative cost? |
| **Answer** |
| It is at the Bidder’s discretion to propose cost for administrative functions related to the services outlined in the RFP. Refer to the revised Cost Proposal form at the beginning of this document. |

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| **7** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we submit two proposals for two separate communities of focus? |
| **Answer** |
| No. Bidders must submit one (1) proposal that accommodates both communities of focus. |

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| **8** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will there be any additional budget considerations for language barriers for immigrant communities, for example, interpreting and/or translation services. |
| **Answer** |
| Bidders must submit a budget that considers all costs associated with providing the services outlined in the RFP. Refer to the revised Cost Proposal form at the beginning of this document.  |

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| **9** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can Maine DHHS let bidders know if there are restrictions for compensating community members who contractors have engaged as collaborators for the development of assessments for this work (e.g., community advisory boards, community learning partners, etc.). (see reference to this: [https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Fdafs%2Fbbm%2Fprocurementservices%2Fvendors%2Frfps&data=05%7C02%7CStacy.martin%40maine.gov%7Ce83192a7b4524071ded308dd5133fe48%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638756005955391232%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ntQ5wgyJa4DXRbZSDxJylMcQ%2F%2Fmob3DmvE5nTEF9WYI%3D&reserved=0))? |
| **Answer** |
| The awarded Bidder will be required to comply with the Uniform Guidance citation for participant support costs under [2 CFR 200.456](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.456). Participant Support Costs is defined under [§ 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1#p-200.1(Participant%20support%20costs)).  |

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| **10** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can Maine DHHS confirm that bidders can propose a Time and Materials (T&M) contract type? If that’s not acceptable, can Maine DHS please identify what is the contract type? |
| **Answer** |
|  Refer to the revised Cost Proposal form at the beginning of this document. |

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| **11** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can Maine DHHS let bidders know if they may leave certain fields blank in the pricing template if those fields do not apply (i.e. fringe)?  |
| **Answer** |
| It is at the Bidder’s discretion. Bidders must submit a budget that considers all costs associated with providing the services outlined in the RFP. Refer to the revised Cost Proposal form at the beginning of this document.  |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II.C.2 | Will the needs assessment instruments have to be reviewed and approved by state staff prior to or after the due date of 90 days after start of initial performance period? |
| **Answer** |
| The survey instrument(s) will be reviewed and approved after the due date; ninety (90) calendar days after start of initial performance period.  |

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| **13** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will the Department grant access to the awarded bidder to state-level datasets that are not readily available to the public on the internet (e.g., Medicaid claims or COVID-19 surveillance data) to support the assessment?  |
| **Answer** |
| Yes, as allowable. |

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| **14** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is completeness of statewide coverage a requirement for the CLNA? i.e. All immigrant communities in the state, and / or all BIPOC communities?  |
| **Answer** |
| Yes. Completeness of Statewide coverage is a requirement for the CLNA. Refer to Part II, A.6.b. of the RFP, which asserts the final report must include a description of any existing geographical variations in the needs of the Communities of Focus. |

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| **15** | **RFP Section & Page Number** | **Question** |
| Not Provided | Which funding source(s) are slated to support this contract?  Specifically, which if any of the following:* 1. Federal awards and if so which type and from which agencies?
	2. Are any of these funding sources impacted by recent federal executive orders or other changes to federal funding, policies or practices?
	3. State general funds?
	4. Other state funding such as Fund for Healthy Maine?
	5. Other funding sources?
 |
| **Answer** |
| 1. Two (2) U.S. CDC awards are slated to support this contract: Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) - Building and Strengthening Epidemiology, Laboratory and Health Information Systems Capacity in State and Local Health Departments **and** National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities.
2. Not at this time.
3. No.
4. No.
5. No.
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| **16** | **RFP Section & Page Number** | **Question** |
| Appendix G- Response to Proposed Services,Part IV, Section III, Page 2 | 1. Should the proposed work plan timeline bidders submit be just for the initial performance period of 19 months or also reflect an anticipated 9-month renewal period #1 for a total of 28 months?
2. Which activities and deliverables are expected to be fully completed by the end of the initial 19-month performance period and which will be able to continue to be worked on and/or finished in the potential 9-month renewal period #1?
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| **Answer** |
| 1. The proposed work plan must only be for the initial performance period of 19 months.
2. All activities and deliverables are expected to be fully completed by the end of the initial 19-month performance period. Following the initial term of the contract, the Department may opt to renew the contract for one (1) renewal period… subject to continued availability of funding and satisfactory performance.
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