|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFP #202507102 Administration of Veteran’s Emergency Financial Assistance Program |
| **RFP ISSUED BY:** | Department of Veteran’s Emergency Management-Maine Bureau of Veteran’s Services |
| **SUBMITTED QUESTIONS DUE DATE:** | September 5, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | September 9, 2025 |
| **PROPOSAL DUE DATE:** | October 15, 2025, no later than 11:59 p.m., local time (**as amended**) |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Proposal Due Date is amended. 2. Modify Points Schedule in Part V, Section B, Subsection (1); Pg. 15 | |
| **REVISED LANGUAGE IN RFP:**   1. All references to the Proposals due date of September 15, 2025, no later than 11:59 p.m., local time is amended to **October 15, 2025, no later than 11:59 p.m., local time.** 2. Part V, Section B, Subsection (1); Pg. 15 is amended to read:    1. **Preliminary Information (o pts)**    2. **Organizational Qualifications and Experience (25 pts)**    3. **Proposed Services (50 pts)**    4. **Cost Proposal (25 pts)** | |

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

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| Part IV, Section II, Subsection (3); Pg. 13 | The RFP States that, in the required organizational chart, “Each position must be identified by position title and corresponding to the personnel job descriptions.”  There is no other mention of ‘personnel job descriptions in the RFP. Additionally, on page 12, the RFP states that, “Additional materials not requested will not be considered part of the proposal and will not be evaluated.” Does the funder require personnel job descriptions corresponding to each position on the organizational chart to be submitted, and if so, what is the expected and/or acceptable format of such personnel job descriptions? |
| **Answer** | |
| Please follow the instructions listed under Organizational chart. You may choose how to submit this. You may submit the chart documenting the personnel’s position and title and leave it at that. You can also provide further details as to how each personnel’s title will play into the requested services. There is no set format to submit the organizational chart and because it is being requested it will be evaluated. | |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| Part V, Section B, Subsection (1); Pg. 15 | The RFP states that, “proposal scores will be based on a 100-pt scale and will measure the following criteria:”   * 1. Preliminary Information (0 pts)   2. Organizational Qualifications and Experience (25 pts)   3. Proposed Services (35 pts)   4. Cost Proposal (25 pts)   The listed scoring categories collectively represent only 85 points. Is the scoring on a 100-pt scale, or an 85-pt scale? If on a 100-pt scale, how and for what are the outstanding 15 points awarded? |
| **Answer** | |
| This section has been Amended. Please see Revised Language in RFP. | |