

STATE OF MAINE
Department of Department of Public Safety



RFA# 202608130

Byrne State Crisis Intervention Program Weapon Storage

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Submitted Questions Due Date	September 11, 2026, no later than 4:00 p.m., local time
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Application Submission Deadline	DATE:	October 28, 2026, no later than 4:00 p.m., local time
	TO:	Vendor Self Service System

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PUBLIC NOTICE

**State of Maine
Department of Public Safety
RFA# 202608130
Byrne State Crisis Intervention Program Weapon Storage**

The State of Maine is seeking applications for Byrne State Crisis Intervention Program (Byrne SCIP), intended to enhance law enforcement efforts to effectively and efficiently store weapons that are relinquished to law enforcement.

A copy of the RFA and all related documents can be obtained through the Vendor Self Service System (VSS): <https://mevss.hostams.com/PRDVSS1X1/AltSelfService>

Applications must be submitted to the Office of State Procurement Services, via the Vendor Self Service System (VSS). Application submissions must be received no later than 4:00 p.m., local time, on, October 28, 2026. Applications will be opened the following business day.

RFA TERMS/ACRONYMS with DEFINITIONS

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

<u>Term/Acronym</u>	<u>Definition</u>
Department	Department of Public Safety
State	State of Maine
RFA	Request for Applications
Byrne SCIP	Byrne State Crisis Intervention Program
<u>Vendor Self Service System (VSS)</u>	The Vendor Self Service System (VSS) web portal provides vendors with a single-entry point to register, identify the commodities/services that their company provides, look for business opportunities, and respond to solicitations.

State of Maine
Department of Public Safety
RFA# 202608130
Byrne State Crisis Intervention Program Weapon Storage

PART I INTRODUCTION

A. Purpose and Background

The Department of Public Safety (the Department) is seeking applications for the Byrne State Crisis Intervention Program (Byrne SCIP) as defined in this Request for Applications (RFA) document. This document provides instructions for submitting applications, the procedure and criteria by which the awarded Applicant(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicant(s).

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence, save lives, and to make progress toward keeping guns out of dangerous hands. As authorized by the Bipartisan Safer Communities Act of 2022, the Byrne SCIP Formula Grant provides formula funds to assist state, local, and tribal efforts to prevent or reduce crime and violence, with a particular focus on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence.

The funds for this RFA are intended to enhance law enforcement efforts to effectively and efficiently store and track weapons that are relinquished to law enforcement. Local and county law enforcement agencies and governments may apply for funding under this program to safely secure, store, track, and return relinquished guns. Examples of projects under this program include upgrading agency storage facilities; purchasing software/technologies to track relinquished firearms; and purchase of gun locks or other safety devices.

B. General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State's discretion.
2. Issuance of the RFA 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 RFA. This includes attendance at personal interviews or other meetings, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications must follow the format and respond to all questions and instructions specified in Part III of the RFA.
4. Applicants will take careful note that in evaluating an application submitted in response to this RFA, the Department will consider materials provided in the application, 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 the Applicant's experience and capabilities.

5. The application must be signed by a person authorized to legally bind the Applicant and must contain a statement that the application 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 RFA and the awarded Applicant's application, 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 records and documents regarding this RFA, including bid submissions, will be public records, available for public inspection pursuant to [5 M.R.S. §1825 B \(6 & 15\)](#) and the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.). State contracts and information related to contracts, including all records, documents, supporting documents, and bid submissions, are public records unless otherwise excepted by statute (*Id*).
8. Subject to the above and pursuant to applicable law, in the event that an Applicant believes any information that it submits in response to this RFA is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Applicant'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 Applicant to determine whether the information is an exception to FOAA's definition of public record. If the Department determines to release information that an Applicant has marked confidential, it shall provide advance notice to the Applicant 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 applications received in response to the RFA.
10. If awarded a contract resulting from this RFA, vendors shall be required to disclose, in writing and in accordance with applicable Maine law, any actual or potential conflicts of interest. Such disclosure must include any financial, professional, or personal relationships that could give rise to a conflict of interest or the appearance of a conflict of interest. Failure to disclose a known conflict or appearance of conflict may result in disqualification, contract termination, or other remedies as provided by law.
11. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Applications

Law Enforcement Agencies and Local Governments are eligible to apply. For the purpose of Byrne SCIP, a "unit of local government" is a city, county, township, town, or certain federally recognized American Indian tribes.

D. Contract Term

The term of anticipated contract period resulting from this RFA is 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 RFA, the specific project awarded, and the contracting process. The actual contract start date will be established by a completed and approved contract.

	Start Date	End Date
Anticipated Contract Period	11/20/2026	09/30/2027

E. Awards

The Department anticipates making multiple awards as a result of this RFA process. Applications with the highest scores will receive awards in descending order. There is \$743,239 available in funding.

The Department reserves the right to make partial awards, eliminate the lowest scoring application(s) and/or make awards for amounts less than requested, whichever is in the best interest of the State.

F. Applicable Legislation

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. § 530C; 34 U.S.C. §§ 10151-10159.

PART II ACTIVITIES AND REQUIREMENTS

A. Required Activities

1. Provide the Contract/Grant Specialist all necessary quotes.
2. Provide paid invoices for reimbursement in accordance with executed contract.
3. Complete necessary reporting requirements.

B. Allowable Use of Funds

Funding for law enforcement agencies and local governments to safely secure, store, track, and return relinquished guns. Examples include:

- Storage Facilities;
- Software/technologies* to track relinquished guns; and
- Gun Locks.

**All information technology products purchased with these funds must be comply with the Americans with Disabilities Act.*

C. Non-Allowable Use of Funds

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds must not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverages
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV

In general, as a matter of federal law, funds must not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See [18 U.S.C. § 1913](#). Recipients and subrecipients must comply with the provisions in [2 C.F.R. § 200.450 \(Lobbying\)](#) and [18 U.S.C. § 1913](#), as appropriate. Also, see [Chapter 2.1 of the DOJ Grants Financial Guide](#) for specifics about restrictions on lobbying.

Funds must not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Grant funds cannot be used to support projects that have been undertaken prior to award or outside the period of the grant contract. Further, grant funds must not be used to fund projects that have already been reimbursed through any other grant program.

Funds must not be used to purchase any technology or services included on the list of prohibited technology: <https://www.maine.gov/oit/prohibited-technologies> technologies, see Title 5 M.R.S. §2030-B.

D. Reporting Requirements

The Department, as the federal applicant agency, is required to collect and submit data documenting the outcome or impact of the grant-funded activities for each awarded Applicant on a quarterly basis as a result of this RFA.

To aid in the Department's submission, all awarded Applicants who receive funding as a result of this RFA must provide data that measures the results of their work. Progress reporting will take place no later than fifteen (15) days after the end of each quarter using the form to be provided at contract award. The Progress Reports serve as the basis for the federally required Performance Measurement Tool (PMT) quarterly report submitted by the Department, and must include performance information on implementation, activity, goals, and objectives specific to the successful Applicant's program.

The [Byrne SCIP Performance Measures Questionnaire](#) contains performance measures and narrative (goals and objectives) questions. Funding recipients complete the performance measures in the BJA Performance Measurement Tool four (4) times per year and the goals and objectives questions twice (2) each year.

PART III KEY PROCESS EVENTS

A. Vendor Self Service System (VSS)

1. The Office of State Procurement Services Vendor Self Service System website is found at the link below: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
2. A copy of the RFA and all associated documents will be published in VSS.
3. Only documents published in VSS will be considered binding.
4. Any interested party may view open solicitations in VSS using the Public Access feature.
5. Vendors must have an active User ID and password in VSS to submit questions and respond to solicitations, including this RFA.
 - a. Vendor registration instructions and User Guide may be found at the link above, which include steps for searching for an existing account/User ID, or registering for a new account/User ID.
 - b. Vendors interested in responding to a solicitation are encouraged to obtain a User ID and password for VSS as soon as possible.
6. Vendors must have an active Vendor Code (VC or VS) to contract with the department.

B. Questions

1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
 - a. Questions must be submitted in VSS as soon as possible but no later than the date and time published in VSS.
 - b. Questions should be clearly stated and reference the applicable section and/or page number of the RFA.
 - c. The Department assumes no liability for assuring accurate/complete/on time transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and published in VSS no later than seven (7) calendar days prior to the Application Submission Deadline. It is the responsibility of all interested parties to go to VSS to obtain a copy of the Question & Answer Summary. Only those answers issued in writing in VSS will be considered binding.

C. Amendments

All amendments released in regard to the RFA will be published in VSS. It is the responsibility of all interested parties to go to VSS to obtain amendments. Only those amendments published in VSS are considered binding.

D. Application Submission

1. **Applications Due**
 - a. Application submissions must be received no later than the Application Submission Deadline (closing date) published in VSS.
 - b. Any application submissions or any additional or revised application files received after the Application Submission Deadline will be rejected without exception.

2. Delivery Instructions

- a. Application submissions must be submitted to the Office of State Procurement Services via VSS.
- b. Only application submissions received via VSS will be considered. The Department assumes no liability for assuring accurate/complete receipt.
- c. Submissions containing links to file sharing sites or online file repositories will not be accepted as submissions. Only application submissions that have the actual requested files attached will be accepted.
- d. Encrypted submissions received which require opening attachments and logging into a proprietary system will not be accepted. Applicants should work with their Information Technology team to ensure that the application submission will not be encrypted due to any security settings.
- e. File size limits are 15MB per file. Applicants may separate their submissions into multiple files, as necessary, due to file size concerns.

3. Submission Format

- a. Applicants must submit at least one (1) file, labeled and including the required information as defined below:

File Name: RFA# 202608130

Application Submission – [Applicant's Name]

- Must contain: Applicant's completed **Application Form** and all required information and attachments as stated in the form.
- b. The Application Form must be submitted as a single, typed file. If including attachments in the same file presents a file size issue, Applicants may submit those attachments as a separate, clearly labeled file.
 - c. Applicants must include any forms provided in the RFA (such as the Application Form) or reproduce those forms as closely as possible.
 - d. Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

PART IV APPLICATION EVALUATION AND SELECTION

A. Evaluation Process – General Information

1. An evaluation team, composed of qualified reviewers, will judge the merits of the applications received in accordance with the criteria defined in the RFA.
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 applications and to ensure that all contracts are awarded to the Applicants that provide the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the applications received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
4. Changes to applications, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Applicants must submit applications that present their rates and other requested information as clearly and completely as possible.
5. Failure to respond to all questions and instructions throughout the RFA may result in the application 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 RFA specifications will result either in disqualification or reduction in scoring of an application.

B. Scoring Weights & Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria. The information required in each section of the Application Form aligns with the Scoring Criteria defined below.

Preliminary Information	(No Points – Eligibility Requirements)
Eligibility	Pass/Fail
Qualifications/Experience	30
Proposed Project	45
Budget	25
Total	100

2. **Scoring Process:** For applications that demonstrate meeting the eligibility requirements defined in Part I, if applicable, the evaluation team will use a consensus approach to evaluate and score all sections listed 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.

C. Negotiations

1. The Department reserves the right to negotiate with the awarded Applicant(s) to finalize a contract.
2. The Department reserves the right to terminate contract negotiations with an awarded Applicant who submits a proposed contract significantly different from the application they

submitted in response to the advertised RFA.

3. In the event that an acceptable contract cannot be negotiated with an 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 RFA, at its sole discretion.

D. 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 RFA 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 RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by an Applicant.
4. The Department reserves the right to reject any and all applications or to make multiple awards.

E. Appeal of Contract Awards

Any person aggrieved by the award decision that results from the RFA 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](#) and [18-554 Code of Maine Rules 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 fifteen (15) calendar days of receipt of notification of conditional contract award.

PART V CONTRACT ADMINISTRATION AND CONDITIONS

A. 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.

All exceptions will be negotiated between the awarded Applicant(s) and the State. The State will not accept any proposed exceptions as part of this RFA process. The State is not obligated to accept, negotiate, or compromise of any proposed exceptions.

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](#)

2. 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 RFA 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\(B\)\(i\).](#))

This provision means that a contract cannot be effective until at least fourteen (14) calendar days after award notification.

3. The State recognizes that the actual contract effective date depends upon completion of the RFA 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 RFA may need to be adjusted, if necessary, to comply with mandated requirements.
4. 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.

B. 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.

PART VI APPLICATION FORM

As defined in Part III, D, 3 of the RFA, Applicants must complete the Application Form embedded below and produce all required attachments.

The Application Form may be obtained in a Word (.docx) format by double clicking on the document icon below.

Viewing this RFA in a web browser will likely not allow for opening of the embedded document. Download the RFA and view it in the desktop application to access the embedded Application Form below.

