

STATE OF MAINE
Department of Education
Office of Teaching and Learning
Maine Learning Technology Initiative



RFP# 202607124

Maine Learning Technology Initiative Device Program

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Bidders' Conference	DATE:	October 13, 2026
	TIME:	1:30 PM – 2:30 PM
	LOCATION:	Zoom Link

Submitted Questions Due Date	October 20, 2026, no later than 4:00 p.m., local time
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Proposal Submission Deadline	DATE:	November 10, 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 Education
RFP# 202607124
Maine Learning Technology Initiative Device Program**

The State of Maine is seeking proposals to supply portable computing devices to Maine School Administrative Units to be used as part of the Maine Learning Technology Initiative program.

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

A Bidders' Conference will be held on October 13, 2026 at 12:30 PM at the following location:
<https://mainestate.zoom.us/j/86188212830?pwd=xCtuOvIb0Al2qBke7XVT4binwceE6e.1>

Proposals must be submitted to the Office of State Procurement Services, via Vendor Self Service (VSS). Proposal submissions must be received no later than 4:00 p.m., local time, on November 10, 2026. Proposals will be opened the following business day.

RFP TERMS/ACRONYMS with DEFINITIONS

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

<u>Term/Acronym</u>	<u>Definition</u>
ADP	Accidental Damage Protection
Confidentiality	Preserving authorized restrictions on information access and disclosure, including means for protecting confidential or sensitive information. A loss of confidentiality is the unauthorized disclosure of information.
Data Classification	The process of risk assessment of data.
Department	Maine Department of Education
MDM	Mobile Device Management System
MLTI	Maine Learning Technology Initiative
OEM	Original Equipment Manufacturer
OIT	Office of Information Technology
OS	Operating System
PII (Personally Identifiable Information)	Data that is maintained by an agency that could potentially identify a specific individual and needs to be protected in accordance with state and/or federal law, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
PII Confidentiality Impact Level	The PII confidentiality impact level—low, moderate, or high—indicates the potential harm that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. (NIST SP 800-122).
POP	Proof of Purchase
Qualifying Unit	A public or private school with attending public school students in grades 1-12 that has signed an MLTI Opt-In agreement.
RFP	Request for Proposals
SAU	School Administrative Unit, defined in 20-A §1 Sub-section 26
State	State of Maine
State Data	Any information originating with the State, regardless of form or medium of disclosure (e.g., verbal, observed, hard copy, or electronic) or source of information. It includes any information concerning the State's information technology infrastructure, systems and software and procedures; and information originating with the State in the course of using and configuring the Services provided under the contract. It includes any sensitive information held by the State that may be protected from disclosure pursuant to a federal or state statutory or regulatory scheme intended to protect that information, or pursuant to an order, resolution or determination of a court or administrative board or other administrative body.

<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.
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State of Maine
Department of Education
Office of Teaching and Learning
Maine Learning Technology Initiative
RFP# 202607124
Maine Learning Technology Initiative Device Program

PART I INTRODUCTION

A. Purpose and Background

The Maine Department of Education is seeking proposals to provide portable computing solution bundles to be used as part of the Maine Learning Technology Initiative (MLTI) program 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.

In 2002, Maine became the first state to provide a personal portable computer device to each 7th and 8th-grade student and teacher. In the 20+ years since, Maine students and teachers have enjoyed unprecedented access to technology through the Maine Learning Technology Initiative.

The Department intends to continue to support this program by distributing a per student and per educator allocation for the selected grade level in each school administrative unit (SAU) opted into the program (approximately 98% of all SAUs in the state).

In addition to the State-supported per student allocation, SAUs will be able to purchase off the resulting agreement(s) for any additional device needs they have at their own local cost.

Proposals will be scored based on operating system (OS) and device type, the highest scoring proposal will have the opportunity to negotiate a service contract.

- Chrome OS
 1. Tablets
 2. Laptops

Each portable computing solution bundle will require the device, an accidental protection plan, a warranty, a mobile device management tool, and a protective case.

Participating SAUs purchasing device bundles under the resulting agreement(s) will receive a per student and per educator MLTI allocation from the Department based on applicable enrollment data. The Department intends to communicate annual allocation totals to SAUs and the Awarded Bidder by February 15.

B. 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 must follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of the RFP.
4. Bidder 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 records and documents regarding this RFP, 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 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. ACCESSIBILITY: All IT applications are required to comply with the [Digital Accessibility Policy](#). In addition, all IT applications and content delivered through web browsers are required to comply with the [State Web Standards](#).
11. STATE IT POLICIES: All IT products and services delivered as part of this Agreement shall conform to the [State IT policies, standards, and procedures](#) effective at the time this RFP is published.
12. If awarded a contract resulting from this RFP, 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.

13. 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.

C. Eligibility to Submit Bids

The Bidder must be the original equipment manufacturer (OEM) of the proposed devices and not a reseller, distributor, or third-party intermediary. Proposals submitted by resellers will not be considered.

D. 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 two renewal periods, 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	7/1/2027	6/30/2029
Renewal Period #1	7/1/2029	6/30/2031
Renewal Period #2	7/1/2031	6/30/2032

E. Number of Awards

The Department anticipates making one (1) award as a result of this RFP process.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. Overview

The Maine Learning Technology Initiative (MLTI) exists to support Maine School Administrative Units (SAUs) and private schools with publicly funded attending students, in the development of an effective technology integration program. This support includes, among other inter-dependent supports and services, a device purchasing program that provides an allocation for publicly funded attending students. This request solicits proposals from qualified Bidders to establish agreements from which qualifying units can select wireless portable computer devices. The primary goal of this request is to be able to provide a menu of device choices that each meet MLTI device standards.

B. Functional Requirements

1. Awarded Bidder will provide one (1) point of contact that Maine districts and MLTI team members will communicate with regarding device ordering.
2. Awarded Bidder will allow districts to order during an annual ordering period of March 15 – July 15 and hold invoicing and shipping until July 1 or later if asked by district.
3. Awarded Bidder will send the MLTI team proof of purchases (proforma invoices) directly starting in June of each year. For any orders exceeding an SAU's allocation amount, awarded Bidder must provide separate proof of purchase identifying the overage.
4. Awarded Bidder will provide reporting data to MLTI at the end of each ordering year. The report must include: the number of devices ordered within the allocation amount; the number of devices ordered outside the allocation amount; device model; order date; shipment date; delivery date; and totals for student and staff devices. The report must be submitted no later than October 1.
5. Awarded Bidder will provide a bundle that includes:
 - a. A learning device, as selected by the Department.
 - b. A Mobile Device Management (MDM) system.
 - c. Accidental Damage Protection (ADP)
 - d. Warranty and accidental damage protection that spans the full MLTI opt-in period established under the resulting agreement. Coverage shall include, at a minimum:
 - i. manufacturer defects,
 - ii. accidental damage protection,
 - iii. battery replacement coverage,
 - iv. and device replacement when repair is not feasible.
 - e. A protective case.
6. The bundle will be offered as the exclusive option for SAUs to purchase and will be offered as one price that includes all above-mentioned items.
7. Awarded Bidder will offer a system for districts to order the MLTI bundle that prevents them from ordering something outside of the bundle.
8. Awarded Bidder will fulfill orders by August 15 of each year.
9. Awarded Bidder will provide a single invoice to SAUs that is inclusive of all items in the bundle.
10. Awarded Bidder will work to accommodate the unique needs of technology in education.
11. Device Functional standards include:
 - a. Devices must be new and intended for use in educational environments.
 - b. Devices must be capable of supporting standard educational productivity tools, web-

based learning applications, multimedia playback, and video conferencing.

- c. Devices must function in a stand-alone mode sufficient to support basic educational activities without continuous internet connectivity.
 - d. Devices must meet or exceed current State assessment technology requirements.
 - e. Devices must include:
 - i. integrated keyboard functionality,
 - ii. integrated audio capabilities,
 - iii. integrated microphone,
 - iv. integrated camera,
 - v. and integrated pointing capability.
 - f. Devices must be portable and appropriate for student classroom use.
 - g. Devices must include a protective case or ruggedized protection appropriate for normal educational use.
 - h. Devices must provide sufficient battery life to support a typical school day without requiring frequent recharging.
 - i. Devices must support wireless network connectivity standards appropriate for current educational environments.
12. Awarded Bidder will provide support processes for warranty claims, repair tracking, replacement coordination, and escalation management for participating SAUs.
13. Awarded Bidder will identify expected repair turnaround times and device replacement procedures.
14. The proposed MDM solution must support centralized device administration, policy management, application deployment, inventory management, and remote device management capabilities for participating SAUs.

C. State Assessment Technology Guidelines

In addition to the Functional Requirements, Bidder is required to confirm the proposed solution is compatible with the State Assessment Technology Guidelines listed in **Appendix F**.

D. General/Technical Requirements

In addition to the Functional Requirements, Bidder is required to explain their compliance with the General and Technical Requirements listed in **Appendix G**.

E. Project Management

- a. The Awarded Bidder will designate a Project Manager who will serve as the primary point of contact for the Department and participating SAUs throughout the term of the agreement.
- b. The Awarded Bidder will coordinate ordering, deployment, delivery, warranty support, and implementation activities with the Department and participating SAUs.
- c. The Awarded Bidder will maintain an implementation and delivery schedule to support annual ordering, fulfillment, and deployment timelines.
- d. The Awarded Bidder will communicate material issues, delays, risks, or service disruptions that may impact participating SAUs, device fulfillment, or support services.
- e. The Awarded Bidder will work collaboratively with the Department and participating SAUs to support successful deployment and ongoing operation of the proposed solution.

F. Quality Assurance and Acceptance

- a. The Awarded Bidder will ensure all proposed devices, management platforms, accessories, and related services are fully operational prior to deployment to participating SAUs.

- b. The Awarded Bidder will test device enrollment, provisioning, management, warranty support, and related operational processes prior to production use.
- c. The Department reserves the right to validate that proposed devices, bundled services, and management solutions meet the requirements of this RFP prior to acceptance.
- d. The Awarded Bidder will coordinate with the Department and participating SAUs to resolve identified issues, defects, or deployment problems in a timely manner.
- e. Devices, management platforms, and related services must perform in accordance with the requirements and service commitments established under the resulting agreement.

G. User Training and Documentation

- a. The Awarded Bidder will provide onboarding assistance, user training, documentation, and ongoing support resources for participating SAUs.
- b. The Awarded Bidder will provide training and guidance related to:
 - a. Device ordering and fulfillment processes;
 - b. Administration and use of the Mobile Device Management (MDM) solution;
 - c. Warranty and accidental damage protection processes; and
 - d. Device enrollment, deployment, and management procedures.
- c. Training may include written documentation, virtual training sessions, recorded materials, online resources, demonstrations, or instructor-led sessions.
- d. Documentation must include:
 - 1. Administrator guides;
 - 1. User support materials;
 - 2. Warranty and repair procedures;
 - 3. Quick reference materials; and
 - 4. Online help resources, where applicable.
- e. The Awarded Bidder will maintain current support documentation and knowledge resources throughout the term of the agreement.

H. Implementation

- a. The Awarded Bidder will coordinate implementation, ordering, fulfillment, enrollment, and delivery activities with the Department and participating SAUs.
- b. The Awarded Bidder will provide all resources necessary to support deployment of the proposed solution.
- c. The Awarded Bidder will provide implementation documentation and deployment guidance for participating SAUs.
- d. The Awarded Bidder will work with the Department and participating SAUs to support efficient deployment and operational readiness prior to the start of the applicable school year.
- e. The Awarded Bidder will support device enrollment and configuration processes associated with the proposed MDM solution.

I. Support and Maintenance

- a. The Awarded Bidder will provide ongoing support and maintenance services for devices, warranty services, accidental damage protection, and the Mobile Device Management (MDM) solution.
- b. The Awarded Bidder will provide support processes for:
 - 1. Warranty claims;
 - 2. Repair tracking;
 - 3. Replacement coordination; and

- 4. Escalation management.
- c. The Awarded Bidder must describe:
 - 1. Support availability and contact methods;
 - 2. Issue response and escalation procedures;
 - 3. Expected repair and replacement turnaround times; and
 - 4. Processes for communicating service interruptions or operational issues.
- d. The Awarded Bidder will coordinate operating system updates, security updates, and MDM platform maintenance activities, as applicable.
- e. The Awarded Bidder will provide advance notice of material changes to hosted management platforms, support operations, or services that may impact participating SAUs.
- f. The Awarded Bidder will maintain support resources sufficient to support participating SAUs throughout the term of the agreement.

J. Deployment

- a. The Awarded Bidder will provide enhanced support during peak deployment and back-to-school periods to assist participating SAUs with device fulfillment, enrollment, activation, and issue resolution.
- b. The Awarded Bidder will coordinate with participating SAUs to support timely delivery and operational readiness of devices prior to the start of the applicable school year.
- c. The Awarded Bidder will provide escalation support for significant deployment or operational issues affecting participating SAUs

PART III KEY RFP 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 RFP 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 RFP.
 - 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. Bidders' Conference

The Department will sponsor a Bidders' Conference concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Bidders' Conference is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders' Conference is not mandatory, it is strongly encouraged that interested Bidders attend.

C. 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.
 - 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 RFP.
 - 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 Proposal 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.

D. Amendments

All amendments released in regard to the RFP 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.

E. Proposal Submission

1. Proposals Due

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

2. Delivery Instructions

- a. Proposal submissions must be submitted to the Office of State Procurement Services via VSS.
- b. Only proposal 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 proposal 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. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
- e. File size limits are 15MB per file. Bidders may separate their submissions into multiple files, as necessary, due to file size concerns.

3. Submission Format:

- a. Bidders must submit multiple files, with each file named and containing the required information as defined below.

File 1 [Bidder's Name] – Preliminary Information

PDF format preferred, and must include:

- **Appendix A** (Proposal Cover Page)
- **Appendix B** (Responsible Bidder Certification)
- And all required eligibility documentation stated in PART IV, Section I.

File 2 [Bidder's Name] – Organization Qualifications and Experience

PDF format preferred, and must include:

- **Appendix C** (Organization Qualifications and Experience Form)
- **Appendix D** (Subcontractors Form)
- And all required information and attachments stated in PART IV, Section II.

File 3 [Bidder's Name] – Proposed Services

PDF format preferred, and must include:

- **Appendix E** (Proposed Services Form)
- **Appendix G** (General/Technical Requirements Form)

- And all required information and attachments stated in PART IV, Section III.

File 4 [Bidder's Name] – Cost Proposal

Excel format preferred, and must include:

- **Appendix H** (Cost Proposal Form)

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.

2. 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.

3. Eligibility Requirements

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

- a. Bidders must provide a signed attestation, on company letterhead, affirming that it is the original equipment manufacturer (OEM) of the proposed devices and not a reseller, distributor, or third-party intermediary. The Department reserves the right to request additional documentation to verify this assertion.

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.

2. Subcontractors

Bidders must complete **Appendix D** (Subcontractors Form) to provide a list that specifies the name, address, phone number, contact person, and a brief description of organizational capacity and qualifications for any subcontractors to be used. If no subcontractors will be used, indicate as such on the form.

3. 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.

4. 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.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

6. 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. This documentation may include:

7. 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

Bidders must complete **Appendix E** (Proposed Services Form) to 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.

2. General/ Technical Requirements

Bidders must complete **Appendix G** (General/Technical Requirements Form) to describe the Bidder's capability to meet the stated requirements and policies identified in this RFP.

3. 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. Cost Proposal Form

Bidders must complete **Appendix G** (Cost Proposal Form).

2. General Instructions

- a.** The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- b.** 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.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

A. 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.

B. 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. The proposal materials that will be evaluated under each section below are identified in Part IV of the RFP.

Section I.	Preliminary Information	(No Points – Eligibility Requirements)
Section II.	Organization Qualifications and Experience	30 points
Section III.	Proposed Services	45 points
Section IV.	Cost Proposal	25 points
Total		100

2. **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.
3. **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:

$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 25 = \text{pro-rated score}$

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.

C. Negotiations

1. The Department reserves the right to negotiate with the awarded Bidder(s) 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.
2. 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.
3. 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.

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 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.

E. 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](#) 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 VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The awarded Bidder will be required to execute an [IT Service Contract \(IT-SC\) with Confidentiality and Non-Disclosure Agreement \(NDA\)](#) including appropriate riders as determined by the issuing department. Bidders shall carefully review the IT-SC.

All exceptions will be negotiated between the awarded Bidder(s) and the State. The State will not accept any proposed exceptions as part of this RFP 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 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\(B\)\(i\)](#).)

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 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.
4. 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.

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 Bidder in the finalization of the contract.

2. Payments and Other Provisions

The Awarded Bidder must invoice each participating School Administrative Unit (SAU) for

device bundles and related services in accordance with the terms of the resulting contract. SAUs are responsible for payment to the Awarded Bidder.

The Awarded Bidder must issue a single, consolidated invoice for each SAU that includes all components of the device bundle.

Payment will be made on a net thirty (30) days basis following the SAU's receipt of both an accurate and acceptable invoice and the corresponding delivery of device bundles. An invoice will be considered accurate and acceptable if it references the State of Maine contract number, reflects contractually agreed-upon pricing, and includes required supporting documentation, including proof of purchase (POP), as applicable.

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 – Subcontractors Form

Appendix E – Proposed Services Form

Appendix F – State Assessment Technology Guidelines

Appendix G – General/Technical Requirements Form

Appendix H – Cost Proposal Form

APPENDIX A

**State of Maine
Department of Education
PROPOSAL COVER PAGE
RFP# 202607124**

Maine Learning Technology Initiative Device Program

Bidder Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
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 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:

**State of Maine
Department of Education
RESPONSIBLE BIDDER CERTIFICATION
RFP# 202607124
Maine Learning Technology Initiative Device Program**

Bidder Name:	
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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:

- a. 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.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. 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.*
- d. 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.*
- e. 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.*
- f. Is not a foreign adversary business entity (<https://www.maine.gov/oit/prohibited-technologies>).*
- g. Is not on the list of prohibited companies (<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> (Title 5 §2030-B).*

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

State of Maine
Department of Education
QUALIFICATIONS and EXPERIENCE FORM
RFP# 202607124

Maine Learning Technology Initiative Device Program

Bidder Name:	
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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. The Bidder may expand this form and use additional pages to provide this information.

Provide a description of projects the Bidder performed which occurred within the past five (5) years and reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. The Bidder may expand this form and use additional pages to provide this information. <i>If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.</i>
--

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Project Start/End Dates:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Project Start/End Dates:	

Brief Description of Project

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Project Start/End Dates:	
Brief Description of Project	

APPENDIX D

State of Maine
Department of Education
SUBCONTRACTORS FORM
RFP# 202607124

Maine Learning Technology Initiative Device Program

Bidder Name:	
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Subcontractors If subcontractors are to be used, Bidders must use the tables below to describe the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
--

Subcontractor 1
Subcontractor Name:
Contact Person:
Telephone:
E-Mail:
Brief Description of Anticipated Role and Qualifications

Subcontractor 2
Subcontractor Name:
Contact Person:
Telephone:
E-Mail:
Brief Description of Anticipated Role and Qualifications

Subcontractor 3
Subcontractor Name:
Contact Person:
Telephone:
E-Mail:
Brief Description of Anticipated Role and Qualifications

APPENDIX E

**State of Maine
Department of Education
PROPOSED SERVICES FORM
RFP# 202607124**

Maine Learning Technology Initiative Device Program

Bidder Name:	
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Bidders are to limit their responses to 500 characters or less per response. Each proposal must specifically address all the topics in the Part II of this RFP, Scope of Services. General marketing materials will not be acceptable responses to the topic. Ensure each response is clearly identified with your organization name, follows the respective topic headings below, and addresses all bulleted items:

*Each **Appendix E** (Proposed Services Form) in the Bidder's proposal must have an accompanying **Appendix G** (Cost Proposal Form).*

Bidder's Organization Name:			
Device Name:			
Device Specifications			
<i>Insert the device specifications below and address each topic described in the scope of services</i>			
Manufacturer:		Model:	Operating System:
Device Type:		Processor Type/Speed:	Hard Drive Capacity:
B. Functional Requirements			
Item No.	Topic	Response	
B.11.a	A new four-year device for educational environments	New Device ☐	
B.11.b	Devices must support standard educational productivity tools. • web-based learning applications, • multimedia playback, • video conferencing.		

B.11.c	Devices must function in a stand-alone mode.	
B.11.d	Devices must meet or exceed State Assessment Technology Guidelines as outlined in Appendix F .	Compatible ☐
B.11.e	Devices must include: • integrated keyboard functionality, • integrated audio capabilities, • integrated microphone, • integrated camera, • integrated pointing capability.	
B.11.f	Devices must be portable and appropriate for student classroom use.	
B.11.g	Devices must include a protective case or ruggedized protection appropriate for normal educational use.	
B.11.h	Devices must provide sufficient battery life to support a typical school day without requiring frequent recharging.	
B.11.i	Devices must support wireless network connectivity standards appropriate for current educational environments.	
Service Requirements		
B.2	One Point of Contact for Device ordering	
B.3	Individual Proof of Purchases	
B.4	Data Reporting	
B.5.b/B.14	Mobile Device Management (MDM) System	

B.5.c	Accidental Damage Protection (ADP)	
B.5.d	Warranty (4 years)	
B.6	Bundled Pricing	
B.7	Order System	
B.8	Fulfill Orders by August 15 th each year.	
B.9	Single Invoice for each SAU.	
B.10	Accommodate needs of Technology in Education.	
B.12	Support processes for warranty claims, repair tracking, replacement coordination, and escalation management for participating SAUs.	
B.13	Repair turnaround times and device replacement procedures.	

APPENDIX F

**State of Maine
Department of Education
STATE ASSESSMENT TECHNOLOGY GUIDELINES
RFP# 202607124
Maine Learning Technology Initiative Device Program**

Crosswalk Minimum Device Specifications for State Assessment	
Device	Operating System Minimum
Chromebook	ChromeOS current stable release (Version 130+)
Chrome Tablet	ChromeOS current stable release (Version 130+)

APPENDIX G

**State of Maine
Department of Education
GENERAL/TECHNICAL REQUIREMENTS FORM
RFP# 202607124
Maine Learning Technology Initiative Device Program**

What follows is a detailed list of general and technical requirements for the proposed solution. Responses to each requirement will determine the degree of customization required for implementation of the product in the Office/Department's environment. Proposals must indicate a response to all of the requirements by using the abbreviations below:

- **Y – Yes**

The proposed solution complies with all the aspects of the requirement written and is currently a standard feature in the proposed solution. The comment should indicate how the requirement is met.

- **C – Yes with customizations / modifications**

The proposed solution does not comply with all aspects of the requirements as written, but the Bidder agrees to modify the solution by adding additional modules, resources, configure current resources, and/or perform custom programming which will result in the solution reaching full compliance. The Bidder must describe the proposed modification, how the modification will satisfy the requirement, and when the modification will be completed.

- **N – No**

The proposed solution does not comply with all aspects of the requirement as written and the Bidder will not modify their solution to achieve full compliance with the requirements as written. If the requirement cannot currently be met nor met through modifications, the Bidder must indicate "N". The Bidder must describe how not achieving this requirement will be mitigated in the solution.

Bidder explanations should be brief and relevant, though Bidders may use additional pages if necessary, ensuring the corresponding requirement number is clearly indicated.

Requirement #	Requirement Description	Y/C/N	Explanation
GENERAL/TECHNICAL REQUIREMENTS			
1.1 Standards and Policies			
1.1.1	STATE IT POLICIES: All IT products and services delivered as part of this award must conform to the State IT Policies, Standards, and Procedures (https://www.maine.gov/oit/policies-standards) effective at the time that the awarded contract is executed.		
1.1.2	- ACCESSIBILITY: All IT products must be accessible to persons with disabilities and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (https://www.maine.gov/oit/sites/maine.gov/oit/files/inlin-e-files/DigitalAccessibilityPolicy.pdf). - In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (https://www.maine.gov/oit/sites/maine.gov/oit/files/inlin-e-files/WebStandards.pdf)		
1.1.3	- CYBERSECURITY AND PROHIBITED TECHNOLOGIES. Through the execution of this contract, the Provider certifies that the aforementioned organization, its principals and any subcontractors named in this Contract: A. is not a foreign adversary business entity, https://www.maine.gov/oit/prohibited-technologies, Title 5 M.R.S. §2021 (3); and B. is not on the list of prohibited companies 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, Title 5 M.R.S. §2030-B. - Contracts entered into by a state agency in violation of Title 5 M.R.S. §2030-B are void. A person who executes this contract in violation of this section commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this		

Requirement #	Requirement Description	Y/C/N	Explanation
	contract or \$250,000, whichever is greater, (Title 5 M.R.S., §2030-A).		
1.2 User Authentication and Roles			
<i>Administrative access to device management systems must support:</i>			
1.2.1	- User Access Management including future use of valid authentication and authorization mechanisms, such as Single Sign-On or Username/Password in combination with SSL encryption. - Provide multi-factor authentication (MFA) for secure login. - Role Based Access management including addition, modification, deletion of roles and least-privilege principles.		
1.2.2	The proposed solution must support encryption of data at rest and data in transit using industry standard encryption protocols.		
1.2.3	The proposed solution must support ongoing operating system and security updates throughout the supported lifecycle of the device.		
1.2.4	The system must maintain secure session management using encrypted tokens or session identifiers transmitted over TLS 1.2 or higher. Authentication cookies or tokens must be protected with security controls such as the <i>HTTP Only</i> , <i>Secure</i> , and <i>SameSite</i> flags to prevent interception or misuse.		
1.3 Mobile Device Management (MDM)			
1.3.1	The proposed solution must include a Mobile Device Management (MDM) solution that supports: - centralized device administration, - policy management, - application deployment, - device inventory management, - remote configuration, - remote lock and wipe capabilities, - and operating system update management.		

Requirement #	Requirement Description	Y/C/N	Explanation
1.4 Device Connectivity			
1.4.1	Devices must support current industry-standard wireless networking protocols appropriate for educational environments. (Do NOT hardcode WiFi 4 anymore.)		
1.4.2	Devices must include: • integrated camera, • microphone, • speakers, • and audio connectivity suitable for educational and video conferencing use.		
1.4.3	Devices must provide battery performance sufficient to support a typical instructional day under normal educational usage conditions.		
1.4.4	Devices and protective cases must be suitable for routine educational use and student handling.		
1.4.5	Devices proposed must remain manufacturer-supported for the duration of the MLTI opt-in period.		
1.5 Warranty and Support			
1.5.1	The proposed solution must include warranty and accidental damage protection coverage that spans the full MLTI opt-in period established under the resulting agreement.		
1.5.2	For Repair and Replacement, Bidders must describe: • repair procedures, • replacement processes, • escalation procedures, • and expected turnaround times.		
1.5.3	Bidders must provide support services for participating SAUs, including ordering support and warranty coordination.		
1.6 Availability and Maintenance			
1.6.1	Cloud-based management platforms must be designed to provide reliable availability during standard educational operational hours.		
1.6.2	Bidders must provide advance notice of planned maintenance or material service interruptions.		

Requirement #	Requirement Description	Y/C/N	Explanation
1.6.3	The Awarded Bidder must provide advance written notice of material changes to hosted management platforms or support operations that may impact participating SAUs.		

APPENDIX H

State of Maine Department of Education COST PROPOSAL FORM RFP# 202607124

Maine Learning Technology Initiative Device Program

Bidder Name:	
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Proposed Cost:	\$
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An **Appendix H** (Cost Proposal Form) must be completed for each device/**Appendix E** (Proposed Services Form) included in the Bidder's proposal.

Device Name:	
Manufacturer	Enter name of the device manufacturer
Model	Enter the product model
Operating System	Chrome OS ☐ Check the operating system
Device Type	Laptop ☐ char ☐ Check the device type
Hard Drive Capacity	Enter the hard drive capacity
Processor Type/Speed	Enter the processor speed/Enter the processor type
Warranty/Device/4 years	Enter the warranty, maintenance and support cost for each device for the contract period (4 year contract) \$
Mobile Device Management (MDM)	Enter the MDM cost for each device for the contract period (3 year contract) \$
Total Cost of Device	Enter the cost for each device including warranty, MDM, maint., support, then enter this amount in the Total Cost of Device/Bid box at the top of this form. \$

APPENDIX H (continued)

Volume Rebate

Number of Units Purchased	Rebate per Unit