

## **Request for Qualifications**

**Issue Date: August 19, 2022**

**Submission Deadline: September 23, 2022 at 11:59PM EST**

**Request To: Designers and Manufactures of Customizable Mobile Units**

**Return Email Address: [slocke@acap-me.org](mailto:slocke@acap-me.org)**

### **OVERVIEW**

**Main Objective** Aroostook County Action Program Inc. (ACAP) is searching for respondents that have the ability and expertise to complete the project proposed in this request within the stated timeframe and an agreed upon budget.

**Intention of this Request for Qualifications** ACAP is seeking an experienced designer/manufacturer of a customizable mobile service unit that will meet the needs described in this document within the allotted timeframe. The estimated timeframe for this project is October 1, 2022 through September 30, 2023. Firms submitting their qualifications are required to provide a typical cost range for similar projects, given the anticipated vehicle build based upon the information provided.

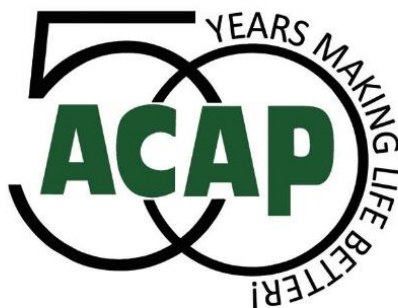
**About Us** Aroostook County Action Program, Inc. is a 501c3 non-profit organization founded in 1972. ACAP provides guidance to the community in responding to emerging human needs in the areas of Prevention and Wellness, Early Care and Education, Energy and Housing, and Workforce Development. Our Mission: Aroostook County Action Program, Inc. leads or collaborates to provide services that support, empower and improve lives. Community Action Agencies like ACAP receive federal and state funds in the form of grants, including Community Service Block Grant funds.

**Brief Project Background** The Community Action Services Mobile Unit will bring critical social services, healthcare, oral health, nutrition, behavioral health, prevention education and supportive programs directly to the people of the most rural and underserved communities of northern Maine. Deploying the full array of resources offered by Aroostook County Action Program and several community partner organizations, where they are needed most, will help address the inequities pervasive in the most remote parts of the region, which have only been exacerbated by the COVID-19 Pandemic. We anticipate travelling more than 20,000 miles annually to reach the outlying areas of Aroostook County.

### **REQUEST FOR QUALIFICATIONS**

**Inquiries** All inquiries related to this RFQ are to be directed, in writing, to the contact person via email on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon.

**Closing Date** Completed electronic copies of each response must be received before 11:59PM EST on September 23, 2022 at the email on the front cover of this RFQ. Responses should be clearly marked with the name and address of the respondent and the project or program title. Late responses will not be accepted.



**Review and Selection** Respondents will be scored according to the evaluation criteria outlined. After review, the finalist pool will be contacted to schedule interviews.

**Signed Responses** Responses to this RFQ must be signed by a person who is able to be contacted in the future for any additional authorizing signatures necessary.

**Acceptance of Responses** This RFQ is not a binding agreement to purchase goods or services. Responses to this RFQ are assessed in light of the qualification review criteria and will be contacted for the RFP.

**Services** Qualified respondents will be responsible for performing the following services, if selected for the project:

- Meet with ACAP Project Director and team to itemize mobile unit specifications
- Research Maine Vehicle law to ensure compliance with such laws
- Research manufacturers for design and vehicle specifications to meet agency need
- Compile vehicle unit specifications to accurately design mobile unit
- Prepare quote for mobile unit, using final specifications, within agency fiscal policies
- Make any adjustments and necessary value engineering to project to adhere to project budget

**Evaluation Criteria** Respondents will be assessed primarily on experience with the type of project we have specified and proven capacity to deliver project requirements, and fee proposal for the project. Additional supporting documents should be included with the submission.

#### **Submission Requirements**

- A completed cover page including primary contact name, title, email address, and mailing address
- A company biography and proposal summary
- Resumes outlining the experience of key team members
- Three professional references from current or previous clients
- Evidence of successful service of similar size, scope, and complexity
- A narrative response describing relevant qualifications and expertise
- A fee proposal for this project

**Conflict of Interest** Aroostook County Action Program defines a conflict of interest as: "A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential or perceived." The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.