**STATE OF MAINE**

**Department of Administrative & Financial Services**

*Bureau of Human Resources*

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication, including questions and proposal submission, regarding this RFP must be made using the email address below.***Contact Information:** **Jessica.A.Crosby@maine.gov** |
| **Submitted Questions Due** | *Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be submitted, by e-mail, to the address identified above. Please include “RFP 201807151” in the subject line of your email.* |
| **Proposal Submission:** **Open****Enrollment** | *Proposals must be received electronically by the Division of Procurement Services by:***Submission Deadline: The first business day of March and September, no later than 11:59 p.m., local time***Proposals are required to be submitted prior to the submission date and time in order to be evaluated for that enrollment period. Proposals received after the deadline will be evaluated during the next semi-annual enrollment period.* **Electronic (email) Submission Address:** Proposals@maine.gov  |

TABLE OF CONTENTS

 **Page**

**PART I INTRODUCTION 3**

1. PURPOSE AND BACKGROUND
2. GENERAL PROVISIONS
3. ELIGIBILITY TO SUBMIT BIDS
4. PRE-QUALIFIED VENDOR LIST TERMS
5. MINI-BID PROCESS AND AWARDS

**PART II SCOPE OF SERVICES TO BE PROVIDED 6**

**PART III KEY RFP EVENTS 8**

1. QUESTIONS
2. AMENDMENTS
3. SUBMITTING THE PROPOSAL

**PART IV PROPOSAL SUBMISSION REQUIREMENTS 10**

1. PROPOSAL FORMAT
2. PROPOSAL CONTENTS

**PART V PROPOSAL EVALUATION AND SELECTION 12**

1. EVALUATION PROCESS – GENERAL INFORMATION
2. SCORING WEIGHTS AND PROCESS
3. SELECTION AND AWARD
4. APPEAL OF CONTRACT AWARDS

**PART VII RFP APPENDICES AND RELATED DOCUMENTS 14**

**APPENDIX A** – PROPOSAL COVER PAGE

**APPENDIX B –** DEBARMENT, PERFORMANCE AND NON-COLLUSION CERTIFICATION

**APPENDIX C –** QUALIFICATIONS AND EXPERIENCE FORM

**APPENDIX D –** SUBMITTED QUESTIONS FORM

#

**State of Maine - Department of Administrative and Financial Services**

*Bureau of Human Resources*

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Department of Administrative and Financial Serives (Department) is seeking proposals to provide multimedia and creative services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

The State of Maine has a need for a variety of marketing, communications, and public relations efforts in various Departments. These efforts are to provide a greater awareness to the Maine public, visitors, and Maine State employees to the efforts of Maine State Government Services.

Some examples of the services being sought include: production of eLearning, testimonial, and educational videos; copywriting and technical writing; graphic design and photography; marketing and brand development; and voiceover production, as well as other types of multimedia to educate and inform state employees and the public on the services and jobs available in Maine State Government. The successful bidder(s) will be placed on a Pre-Qualified Vendor List (PQVL) for these services. Specific project proposals will be submitted to vendors on the list in a mini-bid process, on a project-by-project basis.

## B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this 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 this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this 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 shall be signed by a person authorized to legally bind the Bidder and shall 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 selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
2. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
3. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

## D. Pre-Qualified Vendor List Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated Pre-Qualified Vendor List (PQVL) period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL for will begin once the RFP process has been finalized.

The term of the anticipated PQVL, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | October 1, 2018 | Termination of RFP |

This RFP offers a semi-annual enrollment for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply during a future enrollment period.  Proposals will be accepted from vendors not currently on the PQVL as long as this RFP is active.  Proposals submitted during the enrollment period will be evaluated and the vendors will be notified of the decision within 30 days.

## E.     Mini-Bid Process and Awards

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the PQVL will be given a description of the particular services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the project-specific cost proposal for those services. Vendors should respond to each mini-bid with their proposal or provide a “no-bid” as a response. The Department will then select one vendor based on the project-specific cost proposal submitted during the “mini-bid” process of those pre-qualified vendors who can meet the specific service requirements.

The Department reserves the right to select vendors from the pre-qualification list without using the mini-bid process for emergencies (if the need arises). The Department also retains the discretion to issue new RFPs for specific projects. Providers for those projects will not be selected from the PQVL, but rather through the separate RFP or other procurement process based on the Department’s specific needs/timelines.

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

The Department has the need to develop a pre-qualified list of vendors to perform the following services on an as-needed basis. Any work developed by an awarded Contractor will be owned by the State. Contractors must supply the equipment/tools to perform the services.

Vendors are encouraged to submit proposals to perform any or all of the **service types** listed below. A separate proposal must be submitted for each service type.

1. **Copywriter**

The Department produces numerous print publications as well as manages a significant online presence and has the need to work with a professional copywriter to produce content for but not limited to the Department’s website, informational brochures and publications, law and rule books, marketing emails and social media.

1. **Technical Writer**

The Department produces numerous print publications as well as manages a significant online presence and has the need to work with a technical writer to produce content that is clear and precise for public consumption for but not limited to the Department’s website, informational brochures and publications, law and rule books.

1. **Graphic Designer**

Departments produces numerous print publications as well as manages a significant online presence and has the need to work with a professional graphic designer to produce content for the Department’s website, informational brochures and publications, law and rule books, marketing emails and social media. Design work will typically be done within the guidance of the Department’s established brand charter.

1. **Marketing Agency**

The Department has the need to work with a professional marketing and branding agency to create, plan and manage marketing/advertising efforts. Creation of work would be done within the guidance of the Department’s established brand. Develop a marketing strategy as needed and create advertising/branding for audio and visual needs for use in, but not limited to, television commercials, radio commercials, print and online/social media marketing/advertising and email and mobile marketing.

1. **Video Production Services:**

The Department has the need to produce a variety of educational videos or Public Service Announcements (PSA’s) for public and employee educational purposes. Will be used in a variety of outlets, including but not limited to: social media, television, and internal learning. These projects would include working with Department staff to script or outline the video, filming or capturing video and producing the video. Much of the work of Department staff is conducted in the field and outdoors. Contractors will need to be comfortable and capable of working a variety of outdoor environments.

Expectations for production of broadcast quality video

Preproduction:

* Meet with client to discuss vision for the proposed project.
* When requested, assist with content, storyboard development and script writing.
* Assist in sustaining and guiding production and creative processes.
* Assist with production schedule project planning

Production:

* Provide all necessary transportation, set up, staging and operation of equipment for video production to include: cameras, lights, microphones, back drops and teleprompters.
* Create, develop, and film all multimedia content including audio/visual, b-roll footage.
* Provide direction and guidance during filming to help the people in the video deliver the information they are providing effectively.
* Help make staff delivering content comfortable during production.

Post Production:

* Provide video and audio editing services as well as captioning capabilities.
* As necessary create graphics for videos.
* As necessary create soundbites by using voiceovers and/or royalty free music.
* Full copy of the project to be delivered to Department in multiple digital formats as specified by project.
* Content will be property of the Department/State of Maine.
1. **Photography**
* Provide services as needed for but not limited to, events, promotions, stills, and other visual content.
* Type of photography could be but not limited to, portrait, landscape, aerial.
1. **Voice Over Production**

Defined as the technical editing and processing of recorded voices, Departments will likely use internal subject matter experts for the voice recording *(we are not requesting proposals from voice over actors).*

* Provide equipment and studio for professional voiceover work.
* Provide sound editing and processing.
* Place voice over into video/eLearning production on project basis.

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions**

a. 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.

b. Bidders and other interested parties should use **Appendix E** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted to the RFP Coordinator email address identified on the cover page of this RFP.

d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls> . Bidders should submit questions 15-days prior to the most current proposal submission deadline in order to receive a response 7-days prior to that deadline. All other questions will be addressed after the current deadline. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls> . It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFP. They will be opened the next business day. Proposals received **after** the 11:59 p.m. deadline will be **held until the next open enrollment opening**.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Division of Procurement Services, via email Proposals@maine.gov.
3. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Bidders are to insert the following into the subject line of their email submission:
5. “RFP# 201807151 Proposal Submission”
6. Bidder’s name
7. Bidder’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.

d. Bidder’s proposals must include (in the order below):

- Proposal Cover Page (**Appendix A**)

- Debarment, Performance and Non-Collusion Certification (**Appendix B**)

- Organization Qualifications and Experience (**Appendix C** and all related/required attachments)

- Proposed Services (**Appendix D** and any related attachments)

- Copy of applicable licensure or any specific credentials

- Certificate of Insurance

- Company Rate Sheet(s)

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder’s proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

* 1. All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
	2. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
	3. The Bidder may not 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.
	4. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
	5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
	6. The Bidder should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Bidder’s proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
	7. The Bidder should complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.

##

## Proposal Contents

**Bidders must submit a separate proposal for each service type they wish to provide services for.**

**Section I   Organization Qualifications and Experience**

1. **Overview of the Organization**

The Bidder is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

1. **Subcontractors**

If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

1. **Organizational Chart**

Provide an organizational chart of the bidder’s organization.  The organization chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions and the Staffing Plan provided.

1. **Litigation**

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 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.  If no litigation will be included, write “none” on submitted attachment.

1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

1. **Certificate of Insurance**

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 II Proposed Services**

* 1. **Services to be Provided**

Use **Appendix D** to discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

**Section III Cost Proposal**

1. **General Instructions**

The Respondent must submit a current rate sheet. Rate sheets must provide a listing of all the typical fixed and hourly rates for all services and the positions expected to be involved in the services provided as well as all other expected expenses.

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
			2. Officials responsible for making decisions on the selection of a contractor shall 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, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

## Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Organization Qualifications and Experience (40 points)**

Includes all elements addressed above in Part IV, B, Section I.

**Section II. Proposed Services (35 points)**

Includes all elements addressed above in Part IV, B, Section II.

**Section III. Cost Proposal (25 points)**

Includes all elements addressed above in Part IV, B, Section III.

1. **Scoring Process:** The review team will use a consensus approach to evaluate and score the sections above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.
2. **Negotiations:** The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. 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.

## 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 contractor selection or non-selection will be made in writing by the Department.

**3.** Issuance of this 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 this request, 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.

**5.**   Selection to be included on the PQVL is not a guarantee of work.

**6.** Updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates will be required to be submitted to the RFP Coordinator by all Providers on the PQVL on an annual basis.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/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 15 calendar days of receipt of notification of contract award.

Since this RFP results in a PQVL, the appeal procedures mentioned above are available upon the original determination of that vendor list. The appeal procedures will not be available during subsequent competitive procedures involving only the PQVL participants if cost is the sole determining factor.

## Removal from Pre-Qualified Vendors List

The Department may remove a pre-qualified vendor from the PQVL at any time, upon giving 30 days’ written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

* 1. The pre-qualified vendor failed or refused to perform its contractual obligations,
	2. The pre-qualified vendor’s performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided,
	3. The pre-qualified vendor no longer has the ability to perform the services specified in this RFP, or
	4. The pre-qualified vendor is continually “unresponsive” to providing any feedback to the Department’s mini-bid solicitations.

#

# **PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Qualifications and Experience Form
4. Appendix D – Proposed Services Form
5. Appendix E – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Administrative & Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** | Click or tap here to enter text. |
| **Chief Executive - Name/Title:** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters Street Address:** | Click or tap here to enter text. |
| **Headquarters City/State/Zip:** | Click or tap here to enter text. |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters Street Address:** | Click or tap here to enter text. |
| **Headquarters City/State/Zip:** | Click or tap here to enter text. |
| **Service Type (check only one)** | [ ]  Copy Writer [ ]  Marketing Agency [ ]  Voice Over Production [ ]  Technical Writer [ ]  Video Production Services [ ]  Graphic Designer [ ]  Photography |

* 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 or any other State agency 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 agreement with the Department should they be 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):**Click or tap here to enter text. | **Title:**Click or tap here to enter text. |
| **Authorized Signature:** | **Date:**Click or tap to enter a date. |

**APPENDIX B**

**State of Maine**

**Department of Administrative & Financial Services DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** | Click or tap here to enter text. |

*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:*

1. *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.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
	3. *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; and*
	4. *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*.
3. *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.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print):Click or tap here to enter text. | Title:Click or tap here to enter text. |
| Authorized Signature: | Date:Click or tap to enter a date. |

**APPENDIX C**

**State of Maine**

**Department of Administrative & Financial Services**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** | Click or tap here to enter text. |

|  |
| --- |
| **Present a brief statement of qualifications, including any applicable licensure and/or certification. 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. You may expand this form and use additional pages to provide this information.** |
| Click or tap here to enter text. |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.** |

|  |
| --- |
| **Project One** |
| **Client Name:** | Click or tap here to enter text. |
| **Client Contact Person:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **E-Mail:** | Click or tap here to enter text. |
| **Brief Description of Project** |
| Click or tap here to enter text. |

|  |
| --- |
| **Project Two** |
| **Client Name:** | Click or tap here to enter text. |
| **Client Contact Person:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **E-Mail:** | Click or tap here to enter text. |
| **Brief Description of Project** |
| Click or tap here to enter text. |

**APPENDIX C (continued)**

|  |
| --- |
| **Project Three** |
| **Client Name:** | Click or tap here to enter text. |
| **Client Contact Person:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **E-Mail:** | Click or tap here to enter text. |
| **Brief Description of Project** |
| Click or tap here to enter text. |

**APPENDIX D**

**State of Maine**

**Department of Administrative & Financial Services**

**PROPOSED SERVICES FORM**

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **Service Type (check only one)** | [ ]  Copy Writer [ ]  Marketing Agency [ ]  Voice Over Production [ ]  Technical Writer [ ]  Video Production Services [ ]  Graphic Designer [ ]  Photography |

|  |
| --- |
| **Briefly address the Scope of Services referenced above in Part II for the one service type you are bidding on and describe what is being offered. If subcontractors are involved, clearly identify the work each will perform.**  |
| Click or tap here to enter text. |

 **APPENDIX E**

**State of Maine**

**Department of Administrative & Financial Services**

**SUBMITTED QUESTIONS FORM**

**RFP# 201807151**

**Pre-Qualified Vendor List for Multimedia and Creative Services**

|  |  |
| --- | --- |
| **Organization Name:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*