

**State of Maine**  
**Master Score Sheet**

RFP# 202402027					
Pre-Qualified Vendor List for Soil Health Testing Services					
Bidder Name:		UMaine	WEL		
Proposed Cost:		N/A	N/A		
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	X	X		
Section II: Organization Qualifications and Experience	15	12	13		
Section III: Proposed Services	60	60	60		
Section IV: Cost Proposal	25	25	25		
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>97</u></b>	<b><u>98</u></b>		
Bidder Name:					
Proposed Cost:					
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail				
Section II: Organization Qualifications and Experience	15				
Section III: Proposed Services	60				
Section IV: Cost Proposal	25				
<b>TOTAL</b>	<b><u>100</u></b>				

**Award Justification Statement**  
**RFP# 202402027 – Pre-Qualified Vendor List for Soil Health Testing Services**

**I. Summary**

This RFP requests services for soil health testing. We seek qualified laboratories that offer a range of soil sample evaluations that collectively demonstrate the relative health of the soil for crop production. The laboratories will conduct testing for Maine farmers enrolled in the Maine Healthy Soils Program. This is a PQVL, and the two applicants are being considered for addition to the list.

**II. Evaluation Process**

We used the standard, consensus-based scoring process for this PQVL. The RFP coordinator reviewed all applications to ensure they met all pass/fail criteria and then forwarded all passing applications to the evaluation team. All applications passed the pass/fail evaluation. The evaluation team consisted of Michelle Webb, Director of the Agricultural Resource Development (ARD) Division, as the financial expert; Matthew Boucher, State Soil Scientist, as the subject matter expert; and Bradley Russell, Director of Sustainable Agriculture & Food Systems Programs at Coastal Enterprises, Inc., as the business expert.

**III. Qualifications & Experience**

Bidders were scored almost equally and the evaluation team suggests that both should be awarded addition to the PQVL. The only points docked for both applicants were due to incomplete organizational information submitted. According to the evaluation team, the applicants were equally qualified to be on the list.

**IV. Proposed Services**

Both applicants offer all services requested and/or described how services will be provided if unable to meet the request. Applicants are equally qualified to provide requested services.

**V. Cost Proposal**

Given that this RFP is for admission onto the PQVL, there was no cost proposal offered. Applicants were required to submit a current rate sheet for all services requested. The evaluation team considered rate sheets to be comparable and within reason.

**VI. Conclusion**

Only two applicants applied. They scored roughly equally. The evaluation team suggests adding both applicants to the PQVL.



**STATE OF MAINE  
DEPARTMENT OF Agriculture,  
Conservation and Forestry**

**Janet T. Mills  
Governor**

**Amanda Beal  
Commissioner**

7/19/2024

University of Maine Soil Testing Service  
5722 Deering Hall  
Orono, ME 04469-5722

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP #202402027,  
Pre-Qualified Vendor List for Soil Health Testing Services**

Dear Bruce Hoskins,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Agriculture, Conservation and Forestry for Pre-Qualified Vendor List for Soil Health Testing Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

- University of Maine Soil Testing Service
- Woods End Laboratories

The bidders listed above have met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed a contract with the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. Any Notice of Conditional Contract Award resulting from a Mini-Bid award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor(s). The vendor shall not acquire any legal or equitable rights relative to contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award and dissolve the Pre-Qualified Vendor List at any time.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are 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.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink that reads "Matthew Boucher". The signature is written in a cursive style with a large, stylized initial "M".

Matthew Boucher, Ph.D., L.S.S.  
State Soil Scientist  
Division of Agricultural Resource Development  
Maine Department of Agriculture, Conservation, and Forestry  
90 Blossom Lane, Deering Building  
Augusta, ME 04333  
Ph (call or text): (207) 215-5569  
Email: [matthew.boucher@maine.gov](mailto:matthew.boucher@maine.gov)

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF Agriculture,  
Conservation and Forestry**

**Janet T. Mills  
Governor**

**Amanda Beal  
Commissioner**

7/19/2024

Woods End Laboratories  
150 Whitten Road.  
Augusta, ME 04330

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP #202402027,  
Pre-Qualified Vendor List for Soil Health Testing Services**

Dear Rebecca Harvey,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Agriculture, Conservation and Forestry for Pre-Qualified Vendor List for Soil Health Testing Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

- Woods End Laboratories
- University of Maine Soil Testing Service

The bidders listed above have met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed a contract with the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. Any Notice of Conditional Contract Award resulting from a Mini-Bid award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor(s). The vendor shall not acquire any legal or equitable rights relative to contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award and dissolve the Pre-Qualified Vendor List at any time.

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Sincerely,

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Matthew Boucher, Ph.D., L.S.S.  
State Soil Scientist  
Division of Agricultural Resource Development  
Maine Department of Agriculture, Conservation, and Forestry  
90 Blossom Lane, Deering Building  
Augusta, ME 04333  
Ph (call or text): (207) 215-5569  
Email: [matthew.boucher@maine.gov](mailto:matthew.boucher@maine.gov)

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**SUMMARY PAGE**

**Department Name:** Department of Agriculture, Conservation and Forestry

**Name of RFP Coordinator:** Matthew Boucher

**Names of Evaluators:** Michelle Webb, Matthew Boucher, Bradley Russell

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
• Appendix A Present	<b>X</b>	
• Appendix B Present	<b>X</b>	
• Acceptable Laboratory Certification	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>12</b>
Section III. Proposed Services	<b>60</b>	<b>60</b>
Section IV. Cost Proposal	<b>25</b>	<b>25</b>
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

- All required documentation is present

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

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**BIDDER:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>12</b>

**Evaluation Team Comments:**

Refer to the sections and content of your RFP to develop a bulleted outline for notes for each section. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. Overview of the Organization
  - 75 years of experience
  - 10 year specific to soil health
  - Have evolved with industry
  - Worked to be compatible with Soil Health Institute and USDA – NRCS
  - Certified according to standards laid out in RFP
- II. Subcontractors
  - All in-house – no subcontractors
- III. Organizational Chart
  - No organizational chart provided
- IV. Litigation
  - None disclosed
- V. Certificate of Insurances
  - No certificate provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>60</b>	<b>60</b>

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**Evaluation Team Comments:**

- Appendix E – All proposed services are appropriate
- Adequate details provided for review
- Soil health testing needs will be met
- Summary readouts are present but may be difficult for a farmer to interpret

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	x	Cost Proposal Being Scored	x	Score Weight	=	Score
	x		x	<b>25 points</b>	=	<b>25</b>

**Evaluation Team Comments:**

- Rate sheet attached
- No unexpected price points or data
- No anomalies
- Volume discounts and add-ons discussed
- Cost description complete

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** Woods End Laboratories

**DATE:** 6/20/2024

**SUMMARY PAGE**

**Department Name:** Department of Agriculture, Conservation and Forestry

**Name of RFP Coordinator:** Matthew Boucher

**Names of Evaluators:** Michelle Webb, Matthew Boucher, Bradley Russell

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<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
• Appendix A Present	<b>X</b>	
• Appendix B Present	<b>X</b>	
• Acceptable Laboratory Certification	<b>X</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>13</b>
Section III. Proposed Services	<b>60</b>	<b>60</b>
Section IV. Cost Proposal	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** Woods End Laboratories

**DATE:** 6/20/2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

- All pass/fail documentation provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** Woods End Laboratories

**DATE:** 6/20/2024

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>13</b>

**Evaluation Team Comments:**

Refer to the sections and content of your RFP to develop a bulleted outline for notes for each section. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. Overview of the Organization
  - 50 years of experience
  - Accredited by NAPT – PAP program
  - Do not mention NRCS standards
  - Client list provided – wide range of clientele
- II. Subcontractors
  - For services not provided – will subcontract IE NAPT-PAP or State Land Grant University Lab
- III. Organizational Chart
  - No org chart submitted
- IV. Litigation
  - No litigation list provided
- V. Certificate of Insurances
  - Insurance certificate provided



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** Woods End Laboratories

**DATE:** 6/20/2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>60</b>	<b>60</b>

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**Evaluation Team Comments:**

- No surface hardness measurements or interpretations offered
- Descriptions detailed and all tests and methods appear appropriate
- Summary report readable and laid out well
- Good customer service system described

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER:** Woods End Laboratories

**DATE:** 6/20/2024

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	<b>25 points</b>	=	<b>25</b>

**Evaluation Team Comments:**

- Did not describe any discounts or bulk prices
- Rate sheet had all prices for all services requested
- Rate sheet details lacking

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER NAME:** University of Maine Soil Testing Service

**DATE:** 6/19/24

**EVALUATOR NAME:** Bradley Russell

**EVALUATOR DEPARTMENT:** Coastal Enterprises Inc.

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. *Preliminary Information*
  - 1. *Appendix A Present (Y/N)*
    - Y
  - 2. *Appendix B Present (Y/N)*
    - Y
  - 3. *Eligibility Requirements (Y/N)*
    - *Enrolled in NAPT-PAP. Does that mean accredited by?*
- II. *Organization Qualifications and Experience*
  - 1. *Appendix C Notes*
    - *10 years of experience soil testing*
    - *experience testing for University and FDA*
    - *Have they worked with individual farms?*
  - 2. *Additional Notes*
    -
- III. *Proposed Services*
  - 1. *Appendix E Notes*
    - *All services provided in house.*
    - *Sampling Instruction sheet is clear*
    -
  - 2. *Summary Report Sample Notes*
    - *Parameters falling below the optimum range are addressed individually via one or more suggested management practices.*
    - *Clear report with instructions for management practices.*
- IV. *Cost Proposal*
  - 1. *Rate sheet Notes*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER NAME:** University of Maine Soil Testing Service

**DATE:** 6/19/24

**EVALUATOR NAME:** Bradley Russell

**EVALUATOR DEPARTMENT:** Coastal Enterprises Inc.

- *Appears to provide a wide range of tests and detailed rate list for separate tests as well as package rates.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER NAME:** University of Maine Soil Testing Service

**DATE:** 6/20/2024

**EVALUATOR NAME:** Michelle Webb

**EVALUATOR DEPARTMENT:** DACF

\*\*\*\*\*  
\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Preliminary Information*

- *Appendix A Present (Y/N)*
  - *Yes*
- *Appendix B Present (Y/N)*
  - *Yes*
- *Eligibility Requirements (Y/N)*
  - *Yes*

*II. Organization Qualifications and Experience*

- *Appendix C Notes*
  - *Strong*
    1. *75 + years experience*
    2. *10+ soil testing*
    3. *NCRS and SHI*
    4. *Gave list of clients*
    5. *Did not provide an Org Chart*
    6. *Did not provide litigation or a response to litigation*
    7. *Did not provide certificate of insurance*
    8. *Subcontractors not needed all done in house*

*III. Proposed Services*

- *Appendix E Notes*
  - *Provide all tests that we requested*
  - *Tests are appropriate for farmers needs*
  - *Provided documentation to detail available services and reports*

*IV. Cost Proposal*

- *Provided robust cost sheet*
- *Offered bulk discounts and a la cart add-ons.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER NAME:** University of Maine Soil Testing Service

**DATE:** 6/11/2024

**EVALUATOR NAME:** Matthew Boucher

**EVALUATOR DEPARTMENT:** Agriculture, Conservation, and Forestry

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  - 1. Appendix A Present (Y/N)
    - Yes
  - 2. Appendix B Present (Y/N)
    - Yes
  - 3. Eligibility Requirements (Y/N)
    - Yes, documentation provided
- II. Organization Qualifications and Experience
  - 1. Appendix C Notes
    - Complete, 75 years experience overall; 10 w/soil health testing (soil health testing only around since mid 2000s)
    - All testing completed in house
    - Did not provide organizational chart, litigation, certificate of insurance
  - 2. Additional Notes
    - 4 examples demonstrating significant experience
    -
- III. Proposed Services
  - 1. Appendix E Notes
    - All services offered
    - Ideal range page was helpful
    -
  - 2. Summary Report Sample Notes
    - Shows all necessary data a farmer may need but user-interface could be easier to read
- IV. Cost Proposal

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

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**BIDDER NAME:** University of Maine Soil Testing Service

**DATE:** 6/11/2024

**EVALUATOR NAME:** Matthew Boucher

**EVALUATOR DEPARTMENT:** Agriculture, Conservation, and Forestry

1. *Rate sheet Notes*

- *Sheet provided*
- *Costs seem reasonable*
- *\$12 - \$70 depending on the test*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

**RFP TITLE:** Pre-Qualified Vendor List for Soil Health Testing Services

**BIDDER NAME:** Woods End Laboratories

**DATE:** 6/19/24

**EVALUATOR NAME:** Bradley Russell

**EVALUATOR DEPARTMENT:** Coastal Enterprises inc

\*\*\*\*\*

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**Individual Evaluator Comments:**

*I. Preliminary Information*

*1. Appendix A Present (Y/N)*

- Y

*2. Appendix B Present (Y/N)*

- Y

*3. Eligibility Requirements (Y/N)*

- Yes NAPT PAP accreditation

*II. Organization Qualifications and Experience*

*1. Appendix C Notes*

- 50 years of experience
- Experience working with farms and research facilities.
- GLP (Good Laboratory Practices) Lab
- 

*2. Additional Notes*

- 
- 

*III. Proposed Services*

*1. Appendix E Notes*

- Does not provide Surface/Subsurface hardness\*
- ACE soil protein and AWC, if required, would be subcontracted by WEL to another qualified lab (IE NAPT-PAP or State Land Grant University Lab) or a lab chosen by the client.
- 
- 

*2. Summary Report Sample Notes*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 6/19/24

**EVALUATOR NAME:** Bradley Russell

**EVALUATOR DEPARTMENT:** Coastal Enterprises inc

- WEL has published interpretive guides to help clients understand their test results and a robust customer service department; a real person picks up the phone every time it rings
- Clear and thorough

*IV. Cost Proposal*

*1. Rate sheet Notes*

- *Pricing seems within acceptable range.*
- *Would like to see detail on package pricing mentioned.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Woods End Laboratories

**DATE:** 6/20/2024

**EVALUATOR NAME:** Michelle Webb

**EVALUATOR DEPARTMENT:** DACF

\*\*\*\*\*  
\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Preliminary Information*

*1. Appendix A Present (Y/N)*

- Yes

*2. Appendix B Present (Y/N)*

- Yes

*3. Eligibility Requirements (Y/N)*

- Yes

*II. Organization Qualifications and Experience*

*1. Appendix C Notes*

- 50 years experience
- No reference to NRCS standards
- Provided client list
- Accredited napt-pap
- Discussed subcontractor plan for tests they cannot perform in house
- No Org Chart
- No mention of litigation or confirmation that none
- Did provide insurance certification.

*III. Proposed Services*

*1. Appendix E Notes*

- Able to do most testing and work with subcontractors for other needs.
- Provided full details and documentation
- Customer service and reports are well portrayed

*IV. Cost Proposal*

*1. Rate sheet Notes*

- Rate sheet is simplified but complete

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202402027

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**BIDDER NAME:** Woods End Laboratories

**DATE:** 6/11/2024

**EVALUATOR NAME:** Matthew Boucher

**EVALUATOR DEPARTMENT:** Agriculture, Conservation and Forestry

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**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Appendix A Present (Y/N)
    - Yes
  2. Appendix B Present (Y/N)
    - Yes
  3. Eligibility Requirements (Y/N)
    - Yes, certification complete
- II. Organization Qualifications and Experience
  1. Appendix C Notes
    - 50 years of experience
    - Significant breadth of experience
    - Clearly qualified to provide these services, clients they have worked with showed significant improvements in soil health
    - May need to subcontract some services, indicated they would work with land grant, certified labs if necessary
  2. Additional Notes
    - No org chart or litigation provided
    - Insurance certificate provided
- III. Proposed Services
  1. Appendix E Notes
    - Offers all required services
    - Note that their customer service is a focus
    - Do not interpret hardness ratings, which is desired but not required per appendix E.
  2. Summary Report Sample Notes
    - Summary report is easy to read and understand

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Matthew Boucher

**EVALUATOR DEPARTMENT:** Agriculture, Conservation and Forestry

*IV. Cost Proposal*

*1. Rate sheet Notes*

- *Rate sheet provided, all prices seem appropriate*
- *Note that rates will have to be agreed on, cannot vary*
- *Prices are \$15 - \$35 per test*
- *Offer package pricing*



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE,  
CONSERVATION AND FORESTRY

Janet T. Mills  
Governor

Amanda E. Beal  
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202402027

**RFP TITLE: Pre-qualified Vendor List of Soil Health Testing Services**

I, Charlotte Bradley Russell accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

*Bradley Russell*

5/31/2024

Signature

Date



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE,  
CONSERVATION AND FORESTRY

Janet T. Mills  
Governor

Amanda E. Beal  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202402027**

**RFP TITLE: Pre-qualified Vendor List of Soil Health Testing Services**

I, Michelle Webb accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

*Michelle Webb*

5/29/2024

Signature

Date



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE,  
CONSERVATION AND FORESTRY

Janet T. Mills  
Governor

Amanda E. Beal  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202402027**

**RFP TITLE: Pre-qualified Vendor List of Soil Health Testing Services**

I, Matthew Boucher accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

*Matthew Boucher*

5/31/2024

Signature

Date