

**State of Maine**  
**RFP / Proposal Master Score Sheet**

**Instructions:** Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

<b>SCORESHEET FOR RFP#201803033 (2018-Q4) Pre-Qualified Vendor List for Conference and Meeting Facilities</b>										
<b>PROPOSAL SUBMITTED BY:</b>			<b>UMaine Orono Conference &amp; Institutes</b>							
<b>COST:</b>			<b>Cost:</b>		<b>Cost:</b>		<b>Cost:</b>		<b>Cost:</b>	
<b>EVALUATION ITEM</b>		<b>POINTS AVAIL.</b>								
Section I: Organization Qualifications and Experience		30	30							
Section II: Proposed Services		35	33							
Section III: Cost Proposal		25	23							
Section IV: Maine Business and Economic Impact Consideration		10	10							
<b>TOTAL</b>		<b><u>100</u></b>	<b><u>96</u></b>							
<b>PROPOSAL SUBMITTED BY:</b>										
<b>COST:</b>			<b>Cost:</b>		<b>Cost:</b>		<b>Cost:</b>		<b>Cost:</b>	
<b>EVALUATION ITEM</b>		<b>POINTS AVAIL.</b>								
Section I: Organization Qualifications and Experience		30								
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Section IV: Maine Business and Economic Impact Consideration		10								
<b>TOTAL</b>		<b><u>100</u></b>								



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE  
AND FINANCIAL SERVICES  
*Bureau of Business Management*  
*Division of Procurement Services*

Alexander E. Porteous  
Commissioner

Paul R. LePage  
Governor

December 4, 2018

University of Maine – Orono Conference & Institutes  
Mr. William Biberstein, Director, Conferences and Institutes  
5713 Chadbourne Hall, Room 103  
Orono, ME 04469  
[williamb@maine.edu](mailto:williamb@maine.edu)

**SUBJECT:** Notice of Conditional Contract Awards under RFP #201803033 (2018-Q4)  
Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Biberstein:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposal received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- University of Maine – Orono Conference & Institutes

The bidder listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the 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 at any time prior to the execution of a written contract.

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 and the successful negotiation of a contract.

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

Sincerely,



Denice M. Baron  
Procurement Analyst II

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201803033 (2018 – Q4)  
**RFP TITLE:** Pre-Qualified Vendor List for Conference and Meeting Facilities  
**BIDDER:** University of Maine – Orono Campus  
**DATE:** 11/30/18

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**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Administrative and Financial Services  
**NAME OF RFP COORDINATOR:** Denice Baron  
**NAMES OF EVALUATORS:** Jennifer Tarr, Karen Butterfield and Denice Baron

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**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine	<b>X</b>	
	<u>Points Awarded:</u>	
<b><u>Numerical Score:</u></b>		
Section I. Organization Qualifications and Experience (Max: 30 Points)	<b>30</b>	
Section II. Proposed Services (Max: 35 Points)	<b>33</b>	
Section III: Cost Proposal (Max: 25 Points)	<b>23</b>	
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)	<b>10</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>96</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201803033 (2018 – Q4)  
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**BIDDER:** University of Maine – Orono Campus  
**DATE:** 11/30/18

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

**Total Points Available: 30                      Score: 30**

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**Evaluation Team Comments:**

Overview of Organization –
175 Events Annually of an estimated 17K people.
Full accommodations experience for Special Olympics event is impressive
Experience with many group sizes
Litigation - Included with no concerns
Financial Viability – Included with no concerns
Certificate of Insurance – Included and current



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**DATE:** 11/30/18

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Price: Comparison with Lowest Bid**

**Total Points Available: 25                      Score: 23**

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**Evaluation Team Comments:**

Rate Sheet – Very clear and detailed, rates seem reasonable, add-ons could become costly.
Per Diem Rates – options available for catering and lodging

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TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION IV  
Maine Business and Economic Impact Consideration**

**Total Points Available: 10                      Score: 10**

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MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	4,234.0	4,167.0	98%
Payroll:	\$264,508,367	\$260,772,531	99%
<b>Average percent of MAINE BUSINESS ANALYSIS:</b>			<b>99%</b>

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	Tax Exempt	
Property Taxes Paid (Local):	Tax Exempt	
Wages to Maine Residents:	\$260,772,531	
Payments to Maine Subcontractors Estimated:	\$89,057,323	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$349,829,854</b>

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

<b>Total Points for Maine Business and Economic Impact Consideration:</b>	<b>10</b>
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 201803033 (2018-Q4)

**RFP TITLE:** Pre-Qualified Vendor List for Conference and Meeting Facilities

**BIDDER NAME:** University of Maine – Orono Conference & Institutes

**DATE:** 11/8/18

**EVALUATOR NAME:** Denice Baron

**EVALUATOR DEPARTMENT:** Department of Administrative and Financial Services

\*\*\*\*\*  
**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.*  
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**Individual Evaluator Comments:**

Region 4 – Orono Campus
Est. 175 Events Annually – 17,000 people
Group Size 5-420 w/many options
Primary Space – Wells Conference Ctr 7200 sf
Fully ADA Compliant
Updated AV and WIFI
400 Max. Capacity
On Site Catering & AV Support
Offers Add'l Space throughout Campus
Ample Parking, smoke free, flexible hours (evenings/weekends), 4 full time conference staff, full IT staff, catering staff
Lodging can be arranged – 3 preferred
Provided – Litigation, Financial Viability, Cert of Ins exp. 8/1/19, campus map, room layouts



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201803033 (2018 Q4)**  
**RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities**

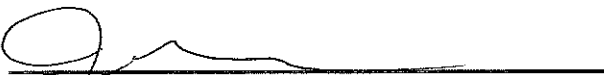
I, Jennifer Tarr accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

  
\_\_\_\_\_  
Signature

11/7/2018  
\_\_\_\_\_  
Date



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201803033 (2018 Q4)**  
**RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities**


I, Karen Butterfield accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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).

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 \_\_\_\_\_  
 Signature

11-7-18  
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 Date



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201803033 (2018 Q4)**  
**RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities**

I, Denice Baron accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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.

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Denice M. Baron  
Signature

11/7/18  
Date