



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**Kirsten LC Figueroa
Commissioner**

**Janet T. Mills
Governor**

December 9, 2024

Via email: nicola.menapace@crestlinehotels.com

AC Hotel Portland Downtown Waterfront
Nicola Menapace
158 Fore St.
Portland, ME 04101

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Award under RFP# 201803033
– PQVL for Conference and Meeting Facilities**

Dear Nicola Menapace:

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 conference and meeting facilities. The Department has evaluated the proposal received from AC Hotel Portland Downtown Waterfront using the evaluation criteria identified in the RFP and determined that AC Hotel Portland Downtown Waterfront did not meet the requirements for placement on the Pre-Qualified Vendor List. Therefore, the Department is hereby announcing it will not be issuing a conditional award at this 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).

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,

DocuSigned by:
Lindsey Kendall
2D580E93776B456...

Lindsey Kendall
Procurement Planning Manager
DAFS – Office of State Procurement Services

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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: AC Maine
DATE: 12/9/2024

SUMMARY PAGE

Department Name: DAFS
Name of RFP Coordinator: Procurement Services
Names of Evaluators: Michael McNeil, Michelle Fournier, Paulo Muanda

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	20
Section III. Proposed Services	35	15
Section IV. Cost Proposal	25	5
<u>Total Points</u>	<u>100</u>	<u>40</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: AC Maine
DATE: 12/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided preliminary information

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: AC Maine
DATE: 12/9/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	20

Evaluation Team Comments:

- I. Overview of Organization (Appendix C)
 - Brief description of locations
 - Installations described – event spaces, mentioned dining and lounge spaces (limited detail), some catering services available
 - Form requested 3 projects, only 1 project provided – hosted an event for state agency (MRS) in 2023
 - i. nothing on number of attendees, meals provided, etc.
 - Overall capacity was 210
 - Modern hotel, located on waterfront – desirable location
- II. Litigation
 - Not addressed
- III. Certificate of Insurance
 - Not provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: AC Maine
DATE: 12/9/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	35	15

Evaluation Team Comments:

1. Services to be Provided (response to Part II)
 - a. Provided brief responses to items in Part II, but no narrative response
 - b. Valet parking only
 - c. No clear point of contact
 - d. Fluctuating rates – unclear response

2. Proposed Services Form (Appendix D)
 - a. Conference and meeting spaces with capacity and dimensions provided
 - b. All spaces have AV equipment
 - c. Dining available in all spaces
 - d. 2 of the 4 rooms were quite small – up to 5 people
 - e. Provided different capacities for the rooms depending on layout (theater vs. with tables)

3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Not provided
 - b. #5 – Floor Plan for Dining Area
 - i. Not provided
 - c. #6 – Area Map
 - i. Unable to open attachment
 - d. #7 – Sample Menus
 - i. Not provided
 - e. #8 – Supplementary Cancellation Policy
 - i. Not provided
 - f. #9 – Reservation Plan
 - i. Not provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: AC Maine
DATE: 12/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	25	5

Evaluation Team Comments:

1. Price List
 - a. Gov Per Diem is based upon prevailing per diem and availability for meals and lodging – response is unclear
 - b. No price list provided
 - c. Do not appear to agree to any fixed pricing on any service
 - d. No examples or estimates provided, just TBD on season, availability, etc.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/5/2024

EVALUATOR NAME: Mike McNeil

EVALUATOR DEPARTMENT: DAFS - OSPS

Individual Evaluator Comments:

Region(s) Proposed: 1

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)

- Modern hotel situated on the site of the historic Grand Trunk Station, located on the waterfront in downtown Portland.
- Equipped with event spaces, dining and lounge spaces.
- Capable of providing catering services

Experience

- One (1) example given demonstrating the experience and expertise necessary to perform the services outlined in the RFP.
- The example given shows experience working with a State of Maine agency (MRS).
- Minimal detail given regarding the event (number of attendees, meals provided, etc.)

2. Litigation

- Not addressed

3. Certificate of Insurance

- None provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)

[Below information listed in Qualifications & Experience Section]

- a. Lodging with conference and meeting space rental located onsite
 - No details regarding the number of hotel rooms given
 - The largest space (Grand Trunk) can accommodate 210 guests
 - Appear capable of hosting smaller and larger groups (Dockside and Portside are extremely small rooms)
- b. Meals
 - AC Kitchen and AC Lounge are mentioned in Appendix C as dining spaces, however, capacities are not mentioned

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/5/2024

EVALUATOR NAME: Mike McNeil

EVALUATOR DEPARTMENT: DAFS - OSPS

- c. Parking
 - No garage parking; valet parking is available. This information was noted in the body of the RFP document
 - Rates are variable and were not listed
2. Proposed Services Form (Appendix D)
 - a. Provided
 - Four (4) meeting/conference spaces of varying capacities
 - Classroom, theatre, and banquet style spaces
 - Conflicting information regarding Grand Trunk and Harbor community room. Unclear on exact capacity of each space and what type of spaces these are.
 - All spaces equipped with A/V
 - All spaces have dining capabilities
 - Grand Trunk space is only 1627 sq. ft. Unclear how able to accommodate 210 people
3. Attachments:
 - a. Not Provided
 - b. #4 – Floor Plan for each Meeting Room
 - Not provided
 - Dimensions and area provided for each space
 - c. #5 – Floor Plan for Dining Area
 - Not provided
 - d. #6 – Area Map
 - Not provided
 - e. #7 – Sample Menus
 - Not provided
 - f. #8 – Supplementary Cancellation Policy
 - Not provided
 - g. #9 – Reservation Plan
 - Not provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/5/2024

EVALUATOR NAME: Mike McNeil

EVALUATOR DEPARTMENT: DAFS - OSPS

Section III – Cost Proposal

4. Price List

a. Not Provided

- Pricing to be determined on season, specific dates and availability.

b. Lodging and Meals

- Gov Per Diem is based upon prevailing per diem and availability – Unclear. Noted in Part II of the RFP document.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/5/2024

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/OSPS

Individual Evaluator Comments:

Region(s) Proposed: 1

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Location is highlighted in this section, facility on Fore St. very close to many desired spots in Portland.
 - b. Did not address hotel qualifications
 - c. One project example with no detail

2. Litigation
 - a. Litigation wasn't addressed, didn't indicate "none"

3. Certificate of Insurance
 - a. Certificate of Insurance Acord form was not provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. Space rental & signage requirement based on hotel availability
 - b. Sales team for POC- Not one POC and then transferred to events manager during event onsite
 - c. It is not clear if bidder is agreeing to Meal and dietary requirements.
 - d. There is only valet parking

2. Proposed Services Form (Appendix D)
 - a. Completed Appendix D with 4 rooms available for meetings. The maximum number of attendees is 215.
Rooms have AV and dinning

3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Did not provide
 - b. #5 – Floor Plan for Dining Area
 - i. Did not provide
 - c. #6 – Area Map
 - i. Did not provide

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/5/2024

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/OSPS

- d. #7 – Sample Menus
 - i. Did not provide
- e. #8 – Supplementary Cancellation Policy
 - i. Did not provide

- f. #9 – Reservation Plan
 - i. Did not provide

Section III – Cost Proposal

1. Bidder did not provide a price list for menu or lodging – Only indicated prices change upon day of week, month, season.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/05/2024

EVALUATOR NAME: Paulo Muanda

EVALUATOR DEPARTMENT: DAFS

Individual Evaluator Comments:

Region(s) Proposed: 1

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. (P)Located in Portland, ME
 - b. (P)Good description of their installations and location
 - c. They have four meeting & event spaces, including Grand Trunk with capacity for 210 guests
 - d. (P)Have hosted event for the State of Maine back in 2023
 - e. (N) Only listed one project information

2. Litigation
 - a. None was mentioned

3. Certificate of Insurance
 - a. None was provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. (N)Did not provide any narrative on services

2. Proposed Services Form (Appendix D)
 - a. Listed a total of 4 detailed conference and meeting spaces with size and capacity information
 - (P)All spaces are equipment with Audio Visual
 - (P)All meeting spaces have dining capabilities

3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Information not provided
 - b. #5 – Floor Plan for Dining Area
 - i. Information not provided
 - c. #6 – Area Map
 - i. Unable to open the link provided
 - d. #7 – Sample Menus
 - i. Information not provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER NAME: AC Hotel Portland Downtown Waterfront

DATE: 12/05/2024

EVALUATOR NAME: Paulo Muanda

EVALUATOR DEPARTMENT: DAFS

- e. #8 – Supplementary Cancellation Policy
 - i. Information not provided

- f. #9 – Reservation Plan
 - i. Information not provided

Section III – Cost Proposal

- 1. Price List
 - a. Price list was not provided



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueora
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Michelle Fournier 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 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.

DocuSigned by:
Michelle Fournier
2939B60E4826405...

11/25/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueora
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Michael McNeil 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 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.

DocuSigned by:
Michael McNeil
7008796FB36A449...

11/20/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueora
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Paulo Muanda 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 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.

Signed by:
Paulo Muanda
507B505C3C0340E...

11/27/2024

Signature

Date