

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.

SCORESHEET FOR RFP# 201904076: Maine Farms for the Future Program - Phase 1 Applications					
PROPOSAL SUBMITTED BY:		Farmer Kev's Organic LLC		Misty Brook Farm	
COST:		Cost:	\$6,000	Cost:	\$6,000
EVALUATION ITEM	POINTS AVAIL.				
Phase 1 Applications					
Part A. Qualifications and Experience Max Total: 40 Points					
Management Capacity (Max 20 Points)	20	20		20	
Physical Resource Base (Max 20 Points)	20	18		17	
Part B. Idea(s) for Change And All Required Attachments Max Total: 60 Points					
Farm Financial Health & Ability to Transform (Max 25 Points)	25	20		22	
Ideas for Change (Max 25 Points)	25	25		22	
Other Conditions (Max 10 Points)	10	10		10	
TOTAL	<u>100</u>	<u>93</u>		<u>91</u>	

Award Justification Statement
RFP# 201904076 RFP Title: Maine Farms for the Future
PHASE 1 APPLICATION

- I. Summary – This is a competitive grant program following the Bureau of Purchases’ Grant RFP process. There is no “bid” amount, grant awards are set and capped at the following amount:**
 - a. Phase 1 – Business Planning grants for \$6,000**
- II. Evaluation Process**
 - a. Team of 5 appointed by the Commissioner for 3-year terms to provide expertise in agency financial operations, lending to agricultural businesses, ag business planning, farm production, marketing and value-added processing.**
- III. Phase 1 –Applications for Business Plan Development grants must meet all criteria in law and rules, the Grant RFP and the Phase 1 Application form for the Program regarding:**
 - a. Part A. Qualifications and Experience**
 - i. Management Capacity**
 - ii. Physical Resource Base**
 - b. Part B. Idea(s) for Change & All Required Attachments**
 - i. Farm Financial Health & Ability to Transform**
 - ii. Ideas for Change**
 - iii. Other Conditions**
- IV. Conclusion**

All applications successful. All requested grants awarded. No applications denied.



**STATE OF MAINE
DEPARTMENT OF AGRICULTURE,
CONSERVATION AND FORESTRY**

**Janet T. Mills
Governor**

**Amanda E. Beal
Commissioner**

**MAINE FARMS FOR THE FUTURE PROGRAM
AWARD NOTIFICATION LETTER**

PHASE 1 APPLICATION

August 8, 2019

Kevin Leavitt, Farmer Kev's Organic LLC
29 Long Meadow Drive
West Gardiner, Maine 04345

SUBJECT: Notice of Conditional Contract Award(s) under RFP #201904076,
Maine Farms for the Future Program – Phase 1 Business Plan Development

Dear Kevin Leavitt:

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 Maine Farms for the Future Program – Phase 1 – Business Plan Development. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Farmer Kev's Organic, LLC
- Misty Brook Farm

The bidder(s) listed above received the evaluation team's highest ranking(s). The Department will be contacting the aforementioned bidder(s) 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. 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 cursive script, appearing to read "Stephanie Gilbert".

Stephanie Gilbert,

RFP Coordinator and Administrator for the Maine Farms for the Future Program

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 E. Beal
Commissioner**

**MAINE FARMS FOR THE FUTURE PROGRAM
AWARD NOTIFICATION LETTER**

PHASE 1 APPLICATION

August 8, 2019

Katia and Brendan Holmes, Misty Brook Farm
156 Bog Road
Albion, Maine 04910

SUBJECT: Notice of Conditional Contract Award(s) under RFP #201904076,
Maine Farms for the Future Program – Phase 1 Business Plan Development

Dear Katia and Brendan Holmes:

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 Maine Farms for the Future Program – Phase 1 – Business Plan Development. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Misty Brook Farm
- Farmer Kev's Organic, LLC

The bidder(s) listed above received the evaluation team's highest ranking(s). The Department will be contacting the aforementioned bidder(s) 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.

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. 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, appearing to read "Stephanie Gilbert". The signature is fluid and cursive, with the first name "Stephanie" written in a larger, more prominent script than the last name "Gilbert".

Stephanie Gilbert

RFP Coordinator and Administrator for the Maine Farms for the Future Program

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC

DATE you reviewed this proposal – Friday, July 26, 2019

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: Agriculture, Conservation and Forestry

NAME OF RFP COORDINATOR: Stephanie Gilbert

NAMES OF EVALUATORS: Joy Bonenfant, Anne Trenholm, Mark Hedrich, Brian Flewelling

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Eligibility Criteria	X	
◆ Part C. Completed Application – All Required Attachments	X	
◆ All Certification, Licensing as required	X	
◆ Soils Map – Soils suitable for agriculture	X	
	<u>Points Awarded:</u>	
<u>Numerical Score:</u> (Edit sections below to match evaluation criteria within RFP)		
Part A. Qualifications and Experience (Max: 40 Points)		
Management Capacity (Max 20 Points)	20	
Physical Resource Base (Max 20 Points)	18	
Part B. Idea(s) for Change & All Required Attachments (Max: 60 Points)		
Farm Financial Health & Ability to Transform (Max 25 Points)	20	
Ideas for Change (Max 25 Points)	25	
Other Conditions (Max 10 Points)	10	
TOTAL POINTS	(Max: 100 Points)	93

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC
DATE you reviewed this proposal – Friday, July 26, 2019

**Part A. Qualifications and Experience
Total Points Available: (Max 40 points)**

Management Capacity: (Max 20 Points)
Physical Resource Base: (20 Points)

Score: 20
Score: 18

Evaluation Team Comments:

Management Capacity: (Max 20 Points)	20
10 years is confirmation of sustainability.	
Has technical training and a degree in sustainable agriculture	
Seems meets FSA requirements. Will need site visit to confirm FSMA wash station construction is completed.	
The lease raises a question of capacity. What are terms? Does he have management authority?	
Are the greenhouses on land that is owned or rented? Assuming that the greenhouses are on owned land and the field crops are on the leased land for wholesale markets. How much field production is on the leased land versus the owned land? To what extent is the leased land an issue?	
Will the increased construction of the greenhouse, decrease the available land for farming? Seems not.	
Aim is season extension, so looking at length of growing season and type of production system.	
Physical Resource Base: (20 Points)	18
Has 10-15 employees, 5 greenhouses and an event canopy.	
What is expected useful life of the greenhouses? The balance sheet shows a large investment in 2018, what was that?	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC
DATE you reviewed this proposal – Friday, July 26, 2019

**Part B. Idea(s) for Change & All Required
Total Points Available: (Max 60 Points)**

Farm Financial Health & Ability to Transform (Max 25 Points)	<u>Score: 20</u>
Ideas for Change (Max 25 Points)	<u>Score: 25</u>
Other Conditions (Max 10 Points)	<u>Score: 10</u>

Evaluation Team Comments:

Farm Financial Health & Ability to Transform (Max 25 Points)	20
Annual debt service is less than Income.	
Income is steady. Greenhouse shows mindful of risk management and building stable steady income.	
What is the split for debt service and greenhouse? What is true net income there? Is it higher?	
In a rapid growth stage with a profit. Some confusion between 2017 Schedule C and Schedule F	
Large payment in 2018 Schedule F looks like it could be a USDA grant. Will it continue or is that one-time support? What is his true cash position? It looks like it would be positive.	
Sales and labor jumped in 2018 but gross increased.	
Generally, the Senior FarmShare model gives him a steady cash-flow which is nice.	
Ideas for Change (Max 25 Points)	25
Already primary source of farmer's income.	
Proven ability. Will achieve more employment for more staff.	
Can also staff himself. He's built the capacity and ready to break into the different level.	
Not easy to balance this smaller farm production and serve that many customers at the value point he offers.	
Customers with varied socio-economic backgrounds buying local and organic in this part of Maine.	
Other Conditions (Max 10 Points)	10
Organic, soil management	
Many employees	
Diverse customer base	
Direct sales for 2020 look different than the 1970's, the farmer has trucks and delivers fresh foods	
Leased land (assuming long-term) the fact that it is farmed in restricting/preserving more farmland than he owns.	
Did discuss housing development could cause problems? Or bring customers? Or both?	
The compost is B2B relationship and results in carbon sequestration	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm

DATE you reviewed this proposal – Friday, July 26, 2019

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: Agriculture, Conservation and Forestry

NAME OF RFP COORDINATOR: Stephanie Gilbert

NAMES OF EVALUATORS: Joy Bonenfant, Anne Trenholm, Mark Hedrich, Brian Flewelling

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Eligibility Criteria	X	
◆ Part C. Completed Application – All Required Attachments	X	
◆ All Certification, Licensing as required	X	
◆ Soils Map – Soils suitable for agriculture	X	
	<u>Points Awarded:</u>	
<u>Numerical Score:</u> (Edit sections below to match evaluation criteria within RFP)		
Part A. Qualifications and Experience (Max: 40 Points)		
Management Capacity (Max 20 Points)	20	
Physical Resource Base (Max 20 Points)	17	
Part B. Idea(s) for Change & All Required Attachments (Max: 60 Points)		
Farm Financial Health & Ability to Transform (Max 25 Points)	22	
Ideas for Change (Max 25 Points)	22	
Other Conditions (Max 10 Points)	10	
TOTAL POINTS	(Max: 100 Points)	91

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm

DATE you reviewed this proposal – Friday, July 26, 2019

Part A. Qualifications and Experience

Total Points Available: (Max: 40 Points)

Management Capacity: (Max 20 Points)

Score: 20

Physical Resource Base: (20 Points)

Score: 17

Evaluation Team Comments:

Management Capacity: Max 20 Points)	20
Presented their costs of production per unit, shows on top of diversified management.	
Showed understanding of their direction of business scale, staffing, training. Overall, readiness takes technical knowledge and creativity and insight to prepare business structure.	
They have a lot, A LOT going. They are showing a profit for all that is going on. Seemed to be managing the help and doing a lot of it themselves. Diversification is the challenge you face to get the business to stabilize, grow and sustain.	
Hopefully the program could help them identify efficiencies beyond strengthening cash flow to look at they are aware.	
They will have to make more investments in buildings and equipment and repair/maintenance costs are high, if reduce those costs, then net more.	
Seem to know their strengths and weaknesses.	
Educated. Have farmed outside of Maine for a long time before locating the business/farm in Maine.	
Physical Resource Base: (20 Points)	17
Many resources and assets. Have 600 acres, fields, woodlands, livestock	
Infrastructure dated. How are they defining "poor" condition of equipment?	
Suitability is excellent for what they are doing.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm

DATE you reviewed this proposal – Friday, July 26, 2019

Part B. Idea(s) for Change & All Required Attachments

Total Points Available: (Max 60 Points)

Farm Financial Health & Ability to Transform (Max 25 Points)

Score: 22

Ideas for Change (Max 25 Points)

Score: 22

Other Conditions (Max 10 Points)

Score: 10

Evaluation Team Comments:

Farm Financial Health & Ability to Transform (Max 25 Points)	22
Showing profit. Lost a lot of depreciation between 2017 and 2018, shows need equipment	
Added small ruminant, can create a delicious product, is really interesting system on fairly large scale.	
Diversification is reasonable. Exit strategy for this asset and the sheep can be counted like a cow in terms of asset value.	
Slaughter facility would be another expense. And they have to find a place to go with beef and sheep for processing. Compared to slaughtered dairy cow less processed value. There is a demand for small ruminants.	
Have turned profit in the last two years. Assets are higher then their liability.	
Have good equity to allow growth. All positive form data presented.	
A variety of products is a very good thing.	
Idea for Change (Max 25 Points)	22
Seeking kill plant. Meat cutters are hard to find right now. Plan to do "fresh meats" there...market research will be needed for what "fresh" means....	
Demand is growing and the idea speaks to that. This business provides service to other farms by co-marketing. Locally grown, know your farmer.	
Is this idea going to revolutionize the whole business structure....for 3-5 farms it could.	
Already primary source of farm income. What makes this applicant unique is comparison to cohort farms. They are balancing unit value, time management and customer base.	
Other Conditions: (Max10 Points)	10
They have the land. 600 acres have grown from 400 + 200 acres	
Low pressure are protected already.	
Building community offers farm events.	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC

DATE you reviewed this proposal: Thursday July 11, 2019 and Friday July 19, 2019

EVALUATOR NAME: Joy Bonenfant

EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) Grant 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 accomplished during the Review Panel on team consensus evaluation notes and scoring forms. Please bring this completed document to the Review Panel Meeting. Thank you.*

Individual Evaluator Comments:

Farmed 10 years. Certified Organic – mixed vegetable farm on 30 acres: 15 acres owned and 15 acres rented.
300 CSA members, 39 weeks / year.
Uses multiple greenhouses (4) to mitigate crop risk and extend the season.
2 degrees in Sustainable Agriculture, and career focused on agriculture since before college.
Has wash/pack/cooler and 4 delivery vans
Farm management team adds skills and strengths.
Two previous projects: new greenhouse and installation of drip irrigation throughout all greenhouses.
Vision is clear: add capacity to produce; add trained labor; transition from task management to people management.
Income to debt ratio is good.
Development pressure is low, but surrounding land for sale could impinge...
Focused on growth including hiring more local workers, buying more local supplies, and providing more local food in local markets.
Improving water quality and reducing runoff by using drip irrigation. Using compost sequesters carbon.
P: experienced and educated
P: experience with greenhouse growing, expansion will be doable
P: 4-season growing with cold storage and delivery capacity.
P: 30 acres in production, leasing land for ag keeps it from becoming developed.
P: Pond on property good for back up water source for irrigation.
P: will increase # of employees and hours worked per year
P: will provide community with healthy food options, longer season of the year (50 weeks)
P: low development pressure, but high community support due to focus on "local"
Q: is neighborhood infringing on the farm operation?

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC
DATE you reviewed this proposal: Sunday, July 21, 2019
EVALUATOR NAME: Brian Flewelling
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:

[illegible]

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Kevin Leavitt, Farmer Kev's Organic LLC
DATE you reviewed this proposal: July 23, 2019
EVALUATOR NAME: Mark Hedrich
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:

[illegible]

1

[illegible]

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm

DATE you reviewed this proposal: Thursday July 11, 2019 and Friday July 19, 2019

EVALUATOR NAME: Joy Bonenfant

EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

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Individual Evaluator Comments:

Farmed since 2005. 3 yrs organic biology training@ Emerson College
600 acres fields and woodlands
55 acres- small grains, 4 acres dry beans, 1 acre veg, balance of open land in hay/pasture for diverse livestock – laying hens, pullets, sow, boars, porkers, jersey cows, young stock and breeding bulls, ewes, lambs.
Soil types well suited to diversity of far enterprises. Also a wildlife benefit.
Wrote business plan in the past. Now want to apply skills and needs pertain to the interest to research the business plan for the on-farm butcher shop.
Agricultural easement protects the land, now need a plan to continue to improve efficiencies and adapt to the changing weather and marketplace. Need to more animals to build carbon in the soils.
Business plan will put together viable plan for raising more animals, sell them and build the butcher shop.
18% retail sales, balance of 32% custom deliveries, livestock sales and timber sales. Also wholesale on-line customers.
2 good previous projects to grow and stabilize the business: 1)Distribution route and custom deliveries and 2) sheep dairy.
Have a long-term vision to go beyond sustainable to regenerate the soils.
Have focus on increasing profit and decreasing debt.
Development pressure is low, but will remain productive for the foreseeable future.
Idea is focused on consumer and customer service.
Financials look good, showing profit in 2017 and more than quadrupling that in 2018.
P: experienced and well-educated
P: 600 acres with variety crops and variety soils
P: Turned profit in 2017 and 2018
P: Variety of products and services
P: Custom cut meat shop to meet a growing interest and demand
P: regenerate soils, sequester carbon, connect people to land that feeds them
P: increased land base recently from 400 to 600 acres
P: offer family events on the farm

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm
DATE you reviewed this proposal: Sunday July 21, 2019
EVALUATOR NAME: Brian Flewelling
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:

[illegible]

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm
DATE you reviewed this proposal : July 23, 2019
EVALUATOR NAME: Mark Hedrich
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:

[illegible]

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES
PHASE 1 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Katia and Brendan Holmes, Misty Brook Farm

DATE you reviewed this proposal: Monday, July 22, 2019

EVALUATOR NAME: Anne Trenholm

EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

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Individual Evaluator Comments:

P
Good work on the unit rates to help understand COP
Distribution network
M
I
Scale and capacity for small ruminant livestock.
Q Using slaughter and butcher and meatmarket synonymously?



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) Jay Bonenfant
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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 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.

Jay Bonenfant
Signature

7-8-19
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) BRIAN Flewelling
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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).

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Brian Flewelling
Signature

7-16-2019
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right)

Mark F. Hedrick

accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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.

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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.

Mark F. Hedrick
Signature

July 17, 2019
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) ANNE TREN HOLM
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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.

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Signature

7/25/19
Date

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.

SCORESHEET FOR RFP# 201904076: Maine Farms for the Future Program – Phase 2 Applications				
PROPOSAL SUBMITTED BY:		Brigee Farm, Inc.		
COST:		Cost:	\$25,000	
EVALUATION ITEM Phase 2 Applications Max Total 100 Points	POINTS AVAIL.			
Completeness of Business Plan	5	5		
Character and Management Capacity	20	20		
Financial Capacity and Debt Management	10	8		
Collateral and Asset Base	20	18		
Farm Vitality & Development of New Capital	30	25		
Other Conditions	15	15		
TOTAL	<u>100</u>	<u>91</u>		

Award Justification Statement
RFP# 201904076 RFP Title: Maine Farms for the Future
PHASE 2 APPLICATION

- I. Summary – This is a competitive grant program following the Bureau of Purchases’ Grant RFP process. There is no “bid” amount, grant awards are set and capped at the following amount:**
 - a. Phase 2 – Investment Support grants for \$25,000**

- II. Evaluation Process**
 - a. Team of 5 appointed by the Commissioner for 3-year terms to provide expertise in agency financial operations, lending to agricultural businesses, ag business planning, farm production, marketing and value-added processing.**

- III. Phase 2 –Applications for Investment Support must meet all criteria in law and rules, the Grant RFP and the Phase 2 Application form for the Program regarding:**
 - a. Completeness of Business Plan**
 - b. Character and Management Capacity**
 - c. Financial Capacity and Debt Management**
 - d. Collateral and Asset Base**
 - e. Farm Vitality & Development of New Capital**
 - f. Other Conditions**

- IV. Conclusion**
 - All applications successful. All requested grants awarded. No applications denied.**



**STATE OF MAINE
DEPARTMENT OF AGRICULTURE,
CONSERVATION AND FORESTRY**

**Janet T. Mills
Governor**

**Amanda E. Beal
Commissioner**

**MAINE FARMS FOR THE FUTURE PROGRAM
AWARD NOTIFICATION LETTER**

PHASE 2 APPLICATION

August 8, 2019

Brigee Farm, Inc.
278 Upper Street
Turner, Maine 04282

SUBJECT: Notice of Conditional Contract Award(s) under RFP #201904076,
Maine Farms for the Future Program – Phase 2 Investment Support

Dear Betsy and Bill Bullard:

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 Maine Farms for the Future Program – Phase 2 – Investment Support. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Brigee Farm, Inc.

The bidder(s) listed above received the evaluation team's highest ranking(s). The Department will be contacting the aforementioned bidder(s) 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. 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, appearing to read "Stephanie Gilbert", written in a cursive style.

Stephanie Gilbert,

RFP Coordinator and Administrator for the Maine Farms for the Future Program

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
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal – Friday, July 26, 2019

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: Agriculture, Conservation and Forestry
NAME OF RFP COORDINATOR: Stephanie Gilbert
NAMES OF EVALUATORS: Joy Bonenfant, Anne Trenholm, Mark Hedrich, Brian Flewelling, Allison Watson

SUMMARY PAGE

Pass/Fail Criteria		
	Pass:	Fail:
♦ (List all pass/fail criteria of the RFP, if any . This section must be completed by RFP Coordinator before proposals are given to review team for evaluation. If a proposal fails any of the pass/fail criteria, the proposal is to be rejected and, therefore, not given to a review team for review.)		
♦ Completed Business Plan	X	
♦ A Selected Farm (Phase 1 2018-2019)	X	
♦ All licensing	X	
	Points Awarded:	
Numerical Score: (Edit sections below to match evaluation criteria within RFP)		
Completeness of Business Plan (Max: 5 Points)	5	
Character and Management Capacity (Max: 20Points)	20	
Financial Capacity and Debt Management (Max: 10 Points)	8	
Collateral and Asset Base (Max: 20 Points)	18	
Farm Vitality & Development of New Capital (Max: 30 Points)	25	
Other Conditions (Max: 15 Points)	15	
TOTAL POINTS (Max: 100 Points)	91	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal – Friday, July 26, 2019

Completeness of Business Plan

Total Points Available: (Max: 5 Points)

Score: 5

Evaluation Team Comments:

Completeness of Business Plan (Max: 5 Points)	5
Thorough.	
Top notch.	
Enjoyable read.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.

DATE you reviewed this proposal – Friday, July 26, 2019

Character and Management Capacity

Total Points Available: (Max: 20 Points)

Score: 20

Evaluation Team Comments:

Character and Management Capacity (Max: 20Points)	20
The have track record of 18 years.	
Quality	
Super dynamic team.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal – Friday, July 26, 2019

Financial Capacity and Debt Management
Total Points Available: (Max: 10 Points) **Score:** 8

Evaluation Team Comments:

Financial Capacity and Debt Management Max: 10 Points)	8
Net income is positive and yet is declining	
Big drop...the price of milk has driven that.	
Debt repayment is coming out of core operations, not covered by positive cash flow for 2.5 years in the future. Farm will help get the operation off the ground.	
This gives them a value-added product.	
At highest quality level in their commercial product, great basis for a quality value-added products	
Because of time to get to positive cash flow. And specific statement to change cash flow, it doesn't do it. Perhaps pricing is low? and advertising costs are high? What are ways to make cash flow stronger.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.

DATE you reviewed this proposal – Friday, July 26, 2019

Collateral and Asset Base

Total Points Available: (Max: 20 Points)

Score: 18

Evaluation Team Comments:

Collateral and Asset Base (Max: 20 Points)	18
Book value is not representative of value of assets. The current market value of farm assets. Look at it that way.	
Utilizing an existed facility. What is break even for this enterprise.	
Exit strategy a bit confusing – moving building to another location will incur a cost. Or construct a	
Have they got the market? The assessment of their competition could be more rigorous, but do not know this market.	
They have a really solid asset base. Could cover operation in start-up phase and debt service	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.

DATE you reviewed this proposal – Friday, July 26, 2019

Farm Vitality & Development of New Capital

Total Points Available: (Max: 30 Points)

Score: 25

Evaluation Team Comments:

Farm Vitality & Development of New Capital (Max: 30 Points)	25
Business plan does add cash in years 3 and 4 if projections are good and market is there, they get there.	
Sales in winter months may be a challenge. Curious how they will reach that forecast if it does not work.	
2019 marketing budget is high...what is the marketing plan behind that...when is best timing of that to get started, get traction?	
Did update an existing building. Good use of resources.	
Business plan does demonstrate that success will take some time but can be a winner.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal – Friday, July 26, 2019

Other Conditions

Total Points Available: (Max: 15 Points)

Score: 15

Evaluation Team Comments:

Other Conditions (Max: 15 Points)	
A: Conservation Objectives: (Max 5 Points)	5
Doing something new and different to keep the farm viable and involve next generation	
B: Percentage of Farmland to be under Agreement (Max 5 Points)	5
160 acres will be protected under the Agreement	
C: Degree of Change (Max 5 Points)	5
Will reduce transportation needs of some aspects of the business.	
Trying to enhance public and community experience and trying to keep it with declining profitability of the milk.	
Will be a cultural amenity outside of Lewiston, on a scenic road, not a non-profit like another large-scale farm near Lewiston. They abut and therefore have access to a State Park.	

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal: Thursday July 11, 2019 and Friday July 19, 2019
EVALUATOR NAME: Joy Bonenfant
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) Grant 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 accomplished during the Review Panel on team consensus evaluation notes and scoring forms. Please bring this completed document to the Review Panel Meeting. Thank you.

Individual Evaluator Comments:

[illegible]

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal: Sunday, July 21 2019
EVALUATOR NAME: Brian Flewelling
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:[illegible]

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal: July 23, 2019
EVALUATOR NAME: Mark Hedrich
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Individual Evaluator Comments:

[illegible]

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES
PHASE 2 APPLICATION**

RFP #: 201904076 Round 19, Spring
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
DATE you reviewed this proposal: Monday, July 22, 2019
EVALUATOR NAME: Anne Trenholm
EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) Grant 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 accomplished during the Review Panel on team consensus evaluation notes and scoring forms. Please bring this completed document to the Review Panel Meeting. Thank you.*

Individual Evaluator Comments:

P
Well presented. Thorough plan, and thought out (beginning to exit)
M
I Identification of agritourism opportunities alongside value-added production
Q

RFP #: 201904076 Round 19, Spring
 RFP TITLE: Maine Farms for the Future Program
 BIDDER NAME: Betsy and Bill Bullard, Brigeen Farm, Inc.
 DATE you reviewed this proposal _____
 EVALUATOR NAME: Allison Watson
 EVALUATOR DEPARTMENT: Maine Department of Agriculture, Conservation and Forestry

[illegible]



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) Jay Bonenfant
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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.

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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.

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Jay Bonenfant
Signature

7-8-19
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) Brian Flewelling
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Brian Flewelling
Signature

7-16-2019
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

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Mark F. Hedrich
Signature

July 17, 2019
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) ANNE TREN HOLM
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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.

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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.

Anne Trenholm
Signature

7/25/19
Date



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY

Janet T. Mills
Governor

Amanda E. Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076 RFP TITLE: MAINE FARMS FOR THE FUTURE R19 SPRING

I, (print name at right) Allison A. Watson
accept the offer to become a member of the Request for Proposals (RFP) Maine Farms for the Future Program's Review Panel 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).

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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.

Allison A. Watson
Signature

July 22, 2019
Date