

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 – Fall 2019			
PROPOSAL SUBMITTED BY:		Ripley Farm	
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	10	
Collateral and Asset Base	20	20	
Farm Vitality & Development of New Capital	30	28	
Other Conditions	15	14	
TOTAL	100	97	

Award Justification Statement
RFP# 201904076 RFP Title: Maine Farms for the Future
PHASE 2 APPLICATION – Fall 2019

- 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 – Consensus Evaluation in accordance with requirements of the Bureau of Purchases**
 - a. Team of 5 evaluators 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.**
 - b. One evaluator could not participate due to a last minute family medical emergency.**

- 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. Proposed Services – All Applicants will be contracted to undertake business planning as outlined in the Scope of Service described in the RFP and the Phase 1 Application Form.**

- V. Cost Proposal – Not Applicable. Awarded as described in the RFP and the Phase 2 Application Form for \$25,000 providing there is evidence of at least \$75,000 match value. Application showed a total match value of \$95,738.37 (to date).**

- VI. 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

November 8, 2019

Gene and Mary Margaret Ripley
Ripley Farm
62 Merrills Mills Road
Dover-Foxcroft, Maine 04426

SUBJECT: Notice of Conditional Contract Award(s) under RFP #201904076, Fall 2019
Maine Farms for the Future Program – Phase 1 Business Plan Development

Dear Gene, Mary Margaret and Harriet Ripley,

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 to the following bidder:

- Ripley Farm

The bidder listed above received the evaluation team's highest ranking. 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. 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 "Stephanie Gilbert". The signature is written in a cursive, flowing 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, Fall
 RFP TITLE: Maine Farms for the Future Program
 BIDDER NAME: Ripley Farm, Eugene and Mary Margaret Ripley
 DATE Evaluators reviewed this proposal: 11/08/19

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 2017)	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)	10
Collateral and Asset Base	(Max: 20 Points)	20
Farm Vitality & Development of New Capital	(Max: 30 Points)	28
Other Conditions	(Max: 15 Points)	14
TOTAL POINTS		
	(Max: 100 Points)	97

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

RFP #: 201904076 Round 19, Fall

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: Ripley Farm, Eugene and Mary Margaret Ripley

DATE Evaluators reviewed this proposal: 11/08/19

Completeness of Business Plan

Total Points Available: (Max: 5 Points)

Score: 5

Evaluation Team Comments:

Completeness of Business Plan (Max: 5 Points)	5
Positive - Thorough, thoughtful, complete.	

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

RFP #: 201904076 Round 19, Fall
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DATE Evaluators reviewed this proposal: 11/08/19

Character and Management Capacity
Total Points Available: (Max: 20 Points) **Score: 20**

Evaluation Team Comments:

Character and Management Capacity (Max: 20 Points)	20
Positive - Communicated all they needed to. Have diversification.	
Positive - 31 years of faming experience, with CSA waiting list and perennial plant waiting list	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES
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Financial Capacity and Debt Management
Total Points Available: (Max: 10 Points) **Score: 10**

Evaluation Team Comments:

Financial Capacity and Debt Management Max: (10 Points)	10
Note - Proposed changes will improve cash flow	
Note - Will also provide stability	
Positive – have proven to themselves that full-time hiring new employees increases production.	
Positive - Have waiting list of customers	
Positive – will purchase equipment to further improve efficiency	

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

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 DATE Evaluators reviewed this proposal: 11/08/19

Collateral and Asset Base

Total Points Available: (Max: 20 Points) **Score: 20**

Evaluation Team Comments:

Collateral and Asset Base (Max: 20 Points)	20
Positive - business plan demonstrates they have significantly improved the productivity of their farmland	
New tractor, equipment list – all accomplish increased production goals	

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

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 BIDDER NAME: Ripley Farm, Eugene and Mary Margaret Ripley
 DATE Evaluators reviewed this proposal: 11/08/19

Farm Vitality & Development of New Capital
Total Points Available: (Max: 30 Points) **Score: 28**

Evaluation Team Comments:

Farm Vitality & Development of New Capital (Max: 30 Points)	28
Positive and Interesting - The balance of produce, farm-direct sale and perennials is well-researched	
Have had significant grant income, may slightly inflate recent financials	
Balance sheet and other financials look good. No reason not to award high score here.	

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

RFP #: 201904076 Round 19, Fall
RFP TITLE: Maine Farms for the Future Program
BIDDER NAME: Ripley Farm, Eugene and Mary Margaret Ripley
DATE Evaluators reviewed this proposal: 11/08/19

Other Conditions

Total Points Available: (Max: 15 Points)

Score: 14

Evaluation Team Comments:

Other Conditions (Max: 15 Points)	
A: Conservation Objectives: (Max 5 Points)	5
Cognizant of soil health considerations. Working to manage the deer predation.	
B: Percentage of Farmland to be under Agreement (Max 5 Points)	5
38 acres = 100% of owned farmland in covenant	
C: Degree of Change (Max 5 Points)	4
Not a big change. The continuation is expanding on what they know they need to improve, expand,	

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 2019040766 Round 19, Fall - Phase 2

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: RIPLEY FARM

DATE you reviewed this proposal: 10.31.19

EVALUATOR NAME: Jay 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:

Completeness ? Steps verified ✓
Character / Mgmt Capacity App's knowledge, experience & mgmt CAP. to plan implement changes 31 yrs farming experience Knowledgeable Successful CSA program in place
Financial Cap / Debt Mgmt Proposed chngs will improve cash flow Hiring employees increases production ability increases sales (CSA waiting list). Also increased equipment improved efficiency
Collateral / Asset Base Plan Demonstrates improved productivity of land & physical conditions of physical assets. If does ... plan is to purchase new tractor w/ plow and front end loader and upgrades

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 2019040766 Round 19, Fall -- Phase 2

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: RIPLEY FARM

DATE you reviewed this proposal: 10.31.19

EVALUATOR NAME: Jay 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:

to pack room, generator + new deer fence.

Farm Vitality & Development of New Capital

Better strategies, mktg

Objective 3 - website addressed mktg pc

others addressed above in new equip upgrades

Other Conditions:

A. Broader Conservation

B. Farm Protect Agreement - signed

C. Degree to change is new/different.

I don't see that it is.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 2019040766 Round 19, Fall - Phase 2

RFP TITLE: Maine Farms for the Future Program

BIDDER NAME: RIPLEY FARM

DATE you reviewed this proposal: 11/7/2019

EVALUATOR NAME: Mark F. Hedrick

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:

Increasing retail sales from wholesale good
penetration sales to meet existing
demand - have done research
Has good net farm income currently
Cognizant of the importance of soil health
Filling a gap for local customers by increasing
vegetable production
Have over 30 years collective farm experience,
Already have a large CSA
Went to enhance workforce - longevity -
and establish 2 year round employees for continuity
Went to increase mechanization - loader tractor
Have 2 new hoop houses + have improved
infrastructure
Need deer exclusion
Using website to promote sales
Has good retention rate of customers
Took marketing courses + had apprenticeship
Have construction skills



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AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 201904076

RFP TITLE: Maine Farms for the Future – Fall 2019 – Phase 2 Applications

I, (print name at right) Jay Bonenfant
accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of 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

10.31.19
Date



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Governor

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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201904076

RFP TITLE: Maine Farms for the Future – Fall 2019 – Phase 2 Applications

I, (print name at right) Brian Flewelling
accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of 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

10-23-2019
Date

