

State of Maine
Master Score Sheet

RFP# 202303045					
Catering Services					
Bidder Name:		Heidi's Brooklyn Deli	Timberwolves Restaurant		
Proposed Daily Cost Per Person:		\$30.10	\$22.50		
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	35	30	28		
Section III: Proposed Services	40	30	37		
Section IV: Cost Proposal	25	25	25		
TOTAL	100	85	90		



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

**Kirsten LC Figueroa
Commissioner**

**Janet T. Mills
Governor**

February 14, 2024

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP# 202303045 –
Catering Services**

Dear Bidder,

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 Catering Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

- Heidi's Brooklyn Deli
- Timberwolves Restaurant

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

Sincerely,
DocuSigned by:

Lindsey Kendall

Lindsey Kendall

Acting Procurement Planning Manager

Department of Administrative and Financial Services, Division of 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, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Heidi's Brooklyn Deli
DATE: 2/13/24

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: DAFS/Procurement Services
Names of Evaluators: Brandon Martin, Michelle Fournier, Lindsey Kendall

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	30
Section III. Proposed Services	40	30
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>85</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Heidi's Brooklyn Deli
DATE: 2/13/24

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Both appendices provided.

Proposing to provide services in Region 1 only.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Heidi's Brooklyn Deli
DATE: 2/13/24

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	30

Evaluation Team Comments:

Part IV. Section II - Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none"> • 15 years of experience • 3 projects – worked with large diverse organizations, public and private entities • Multiple examples of return customers/providing catering for annual events
2. Litigation
<ul style="list-style-type: none"> • Not addressed
3. Licensure/Certification
<ul style="list-style-type: none"> • ServSafe certification
4. Certificate of Insurance
<ul style="list-style-type: none"> • Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Heidi's Brooklyn Deli
DATE: 2/13/24

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	30

Evaluation Team Comments:

Part IV. Section III Proposed Services
<ul style="list-style-type: none"> • Meals and Snacks <ul style="list-style-type: none"> ○ Regular and catering menus provided ○ Primarily offered soups, salads, sandwiches – good for lunch ○ Breakfast not included catering menu, but was mentioned elsewhere in the proposal ○ Dinner not specifically addressed ○ Will provide napkins and utensils ○ Can provide vegan and gluten free options • Staffing <ul style="list-style-type: none"> ○ No staffing/specific services mentioned ○ Mentioned occasional delivery • Service area <ul style="list-style-type: none"> ○ Region 1 • Capacity <ul style="list-style-type: none"> ○ Up to 350 people

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Heidi's Brooklyn Deli
DATE: 2/13/24

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Complies with GSA Rates and SAAM• Reasonable pricing on catering menu

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Timberwolves Restaurant
DATE: 2/13/24

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: DAFS/Procurement Services
Names of Evaluators: Brandon Martin, Michelle Fournier, Lindsey Kendall

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	28
Section III. Proposed Services	40	37
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Timberwolves Restaurant
DATE: 2/13/24

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Appendices provided.

Proposing all five regions.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Timberwolves Restaurant
DATE: 2/13/24

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	28

Evaluation Team Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none"> • Established in 2016 • Locally owned • Mars Hill • Only 1 project provided
2. Litigation
<ul style="list-style-type: none"> • Not addressed
3. Licensure/Certification
<ul style="list-style-type: none"> • ServSafe • SBA small business • Licensed Commercial Kitchen • Health inspection report
4. Certificate of Insurance
<ul style="list-style-type: none"> • Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Timberwolves Restaurant
DATE: 2/13/24

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	37

Evaluation Team Comments:

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Meals and Snacks<ul style="list-style-type: none">○ Wide variety of options, multiple menus provided○ Unique food choices○ All meal courses addressed, included snack options○ Gluten free and lactose free options available• Staffing<ul style="list-style-type: none">○ Addressed, limited detail on services provided○ Appear to have a small, close-knit team and management structure• Service area<ul style="list-style-type: none">○ Regions 1 – 5• Capacity<ul style="list-style-type: none">○ Maximum of 3,000, no minimum provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP# 202303045
RFP TITLE: PQVL for Catering Services
BIDDER: Timberwolves Restaurant
DATE: 2/13/24

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Complies with GSA Rates and SAAM• Reasonable• No mention of gratuity policy

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Heidi's Brooklyn Deli

DATE: 2/9/2024

EVALUATOR NAME: Brandon Martin

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• Locally owned and operated in Auburn and South Portland• Catering for a large number of Maine-based organizations.
2. Litigation
<ul style="list-style-type: none">• Did not indicate
3. Licensure/Certification
<ul style="list-style-type: none">• ServDafe certified
4. Certificate of Insurance
<ul style="list-style-type: none">• Provided
Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Catering menu focused on soups, sandwiches and salad
Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Within GSA rates

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Heidi's Brooklyn Deli

DATE: 2-12-24

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• Providing catering for 15 years in surrounding Androscoggin and Cumberland counties• Provided three project descriptions with references
2. Litigation
<ul style="list-style-type: none">• None listed
3. Licensure/Certification
<ul style="list-style-type: none">• ServSafe Certification provided
4. Certificate of Insurance
<ul style="list-style-type: none">• Insurance provided

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Region 1• Menu Salads, party platters, boxed lunches, beverages, desserts• Menu didn't include breakfast items catering menu• No description of staff - in this section
<ul style="list-style-type: none">• Capacity up to 350

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Menu reasonable costs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Heidi's Brooklyn Deli

DATE: 2/13/24

EVALUATOR NAME: Lindsey Kendall

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• 2 locations – Auburn and South Portland• 15 years of experience• Have worked with large organizations, both public and private• Multiple examples of return customers/catering the same event year after year• Have serviced both large and small gatherings
2. Litigation
<ul style="list-style-type: none">• Not addressed
3. Licensure/Certification
<ul style="list-style-type: none">• Not addressed
4. Certificate of Insurance
<ul style="list-style-type: none">• Provided

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Meals and snacks<ul style="list-style-type: none">○ Regular and catering menus provided○ Vegan options available, gluten free for additional fee○ Breakfast not included on catering menu, but mentioned in “bid description” part of the proposal. Other breakfast options included on regular menu but unclear if those are available for catering.○ Dinner not addressed○ Will provide napkins and utensils for all meal options• Staffing<ul style="list-style-type: none">○ No staff service to be provided○ Mentioned they “sometimes” deliver• Service area<ul style="list-style-type: none">○ Region 1• Capacity<ul style="list-style-type: none">○ Can cater up to 350 people

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• \$30.10 per person including gratuity• Seems to comply with GSA Rates and SAAM

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Timber Wolves Resturant

DATE: 2/9/2024

EVALUATOR NAME: Brandon Martin

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• Locally owned and operated in Mars Hill since 2016• Provide service all across Maine and within neighboring Canada.• Only provided one project example
2. Litigation
<ul style="list-style-type: none">• Did not indicate
3. Licensure/Certification
<ul style="list-style-type: none">• ServDafe certified
4. Certificate of Insurance
<ul style="list-style-type: none">• Provided

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Wide variety of options available.• Can meet dietary restrictions

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Within GSA rates

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Timberwolves

DATE: 2-12-24

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• Provided only one project example with reference
2. Litigation
<ul style="list-style-type: none">• None listed
3. Licensure/Certification
<ul style="list-style-type: none">• Hubzone Certified, ServSafe, licensed commercial kitchen
4. Certificate of Insurance
<ul style="list-style-type: none">• Provided Insurance
Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Provided hypothetical lunch for training menu – gluten, lactose free diets accommodated
<ul style="list-style-type: none">• All 5 regions
<ul style="list-style-type: none">• Vetted team members
Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• Reasonable menu costs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Timberwolves Restaurant

DATE: 2/13/24

EVALUATOR NAME: Lindsey Kendall

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none">• Spelling and exact name of the establishment varies on each document provided• Established 2016• Located in Mars Hill, ME• Only 1 project provided, but was a long-running project with over 1,000 meals served. Project seemed to be located in WV?
2. Litigation
<ul style="list-style-type: none">• Not addressed
3. Licensure/Certification
<ul style="list-style-type: none">• SBA certification included• Serv-Safe certifications provided• Licensed Commercial Kitchen• Health inspection report provided
4. Certificate of Insurance
<ul style="list-style-type: none">• Provided

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Meals and snacks<ul style="list-style-type: none">○ Multiple menus provided, all courses addressed○ Large variety of options○ Gluten free and lactose free options available○ Hearty food choices – unique• Staffing<ul style="list-style-type: none">○ Mentioned the team size and hierarchy is “less complicated” than other caterers, but does not provide specifics○ Described the quality standards of the restaurant, but no mention of what actual services would be offered at an event• Service area<ul style="list-style-type: none">○ All regions – mentioned Canada as well• Capacity<ul style="list-style-type: none">○ Maximum of 3,000 guests – very high○ No minimum provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 202303045

RFP TITLE: PQVL for Catering Services

BIDDER NAME: Timberwolves Restaurant

DATE: 2/13/24

EVALUATOR NAME: Lindsey Kendall

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Part IV. Section IV Cost Proposal
<ul style="list-style-type: none">• \$22.50 per person on Cost Proposal• Hypothetical menu provided, but cost breakdowns don't match the cost proposal• No mention of gratuity policy• Seems to comply with GSA Rates and SAAM



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 202303045
RFP TITLE: Catering Services

I, Brandon Martin 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:
Brandon Martin
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1/30/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 202303045
RFP TITLE: Catering Services

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).

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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 award decision notices for public distribution.

DocuSigned by:
Michelle Fournier
2939B60E4826405...

2/2/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 202303045
RFP TITLE: Catering Services

I, Lindsey Kendall 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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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: Lindsey Kendall
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2/2/2024

Signature

Date