

State of Maine
Master Score Sheet

RFP# 202303045						
Catering Services						
Bidder Name:		Bell the Cat	Big Cat's Catering	Jeff's Catering	Rollie's Remote Catering	
Proposed Daily Cost Per Person:		\$29.75	\$30.00	\$23.00	\$30.00-\$40.00	
Scoring Sections		Points Available				
Section II: Organization Qualifications and Experience		35	20	25	30	30
Section III: Proposed Services		40	20	25	30	30
Section IV: Cost Proposal		25	25	15	20	20
TOTAL		<u>100</u>	<u>65</u>	<u>65</u>	<u>80</u>	<u>80</u>



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

**Kirsten Figueroa
Commissioner**

**Janet T. Mills
Governor**

April 28, 2023

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

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:

- Bell the Cat
- Big Cat's Catering
- Jeff's Catering
- Rollie's Remote Catering

The bidder(s) 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 or 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:

Brandon Martin

Brandon Martin

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: Catering Services
BIDDER: Bell the Cat
DATE: April 13, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: Procurement Services (proposals@maine.gov)
Names of Evaluators: Chad Lewis, Bonnie Baker, Andrea Lubejko, Jordan Dean

Regions Bidder is proposing to provide services					
Region(s):	1	2	3	4	5

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	20
Section III. Proposed Services	40	20
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>65</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Bell the Cat
DATE: April 13, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Did not identify the region(s) they were proposing to provide services.
- Indicated providing services in the Mid-Coast region.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Bell the Cat
DATE: April 13, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	20

Evaluation Team Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none"> • Multiple examples of large events with references included. • Have served the community for over 25 years. • Have provided repeat services for the Hutchinson Center. • Project examples demonstrated serving a variety of clients. • Indicated being an equal opportunity and minority-owned business.
2. Litigation
<ul style="list-style-type: none"> • None listed.
3. Licensure/Certification
<ul style="list-style-type: none"> • None provided.
4. Certificate of Insurance
<ul style="list-style-type: none"> • Did not provide.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Bell the Cat
DATE: April 13, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	20

Evaluation Team Comments:

Part IV. Section III Proposed Services

- Variety of options for meal selections but tended to be simple with only a couple options for each.
- Indicated being able to provide services for small and large events but did not describe the staffing associated with those sizes.
- Menu proposal did not include options for dietary restrictions.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Bell the Cat
DATE: April 13, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

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

Break #1 Cost Per Person	Lunch Cost Per Person	Break #2 Cost Per Person	Total Daily Cost Per Person
\$ 7.50	\$16.50	\$5.75	\$29.75

Evaluation Team Comments:

- Lunch appears to be under the GSA maximum.
- Included additional costs for cutlery, plates and bottled beverages.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Big Cat's Catering
DATE: April 13, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: Procurement Services (proposals@maine.gov)
Names of Evaluators: Chad Lewis, Bonnie Baker, Andrea Lubejko, Jordan Dean

Regions Bidder is proposing to provide services					
Region(s):	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	25
Section III. Proposed Services	40	25
Section IV. Cost Proposal	25	15
<u>Total Points</u>	<u>100</u>	<u>65</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Big Cat's Catering
DATE: April 13, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Big Cat's Catering
DATE: April 13, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	25

Evaluation Team Comments:

Part IV. Section II Organizational Qualifications and Experience
1. Overview of Organization
<ul style="list-style-type: none"> • Experience with large events. • Done previous work with Maine DOT. • Listed multiple previous projects but provided limited detail related to the event or contact information. • Hammond Lumber is a client and have provided services for 14 of their locations.
2. Litigation
<ul style="list-style-type: none"> • None listed.
3. Licensure/Certification
<ul style="list-style-type: none"> • ServSafe-certified.
4. Certificate of Insurance
<ul style="list-style-type: none"> • Did not provide.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Big Cat's Catering
DATE: April 13, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	25

Evaluation Team Comments:

Part IV. Section III Proposed Services
<ul style="list-style-type: none">• Mobile kitchen and event center with a 299-person capacity.• Can provide services for the entire State.• Have a large capacity, having previously served a 1,000 person event.• Did not provide a proposed/sample menu.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Big Cat's Catering
DATE: April 13, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	25	15

Break #1 Cost Per Person	Lunch Cost Per Person	Break #2 Cost Per Person	Total Daily Cost Per Person
\$5.00	\$20.00	\$5.00	\$30.00

Evaluation Team Comments:

- Lunch exceeds the GSA maximum for Knox/Hancock county.
- Did not provide detail of what made up the per person cost components.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Jeff's Catering
DATE: April 13, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: Procurement Services (proposals@maine.gov)
Names of Evaluators: Chad Lewis, Bonnie Baker, Andrea Lubejko, Jordan Dean

Regions Bidder is proposing to provide services					
Region(s):	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

<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	20
<u>Total Points</u>	<u>100</u>	<u>80</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Jeff's Catering
DATE: April 13, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Jeff's Catering
DATE: April 13, 2023

**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"> • Established in 1985. • Thorough examples with reference and contact information. • Currently on the Conference and Event Center Pre-Qualified List. • Two examples were for Maine DOT. • Provides a variety of services for the University of Maine athletics teams. • Provides small outdoor events to large corporate events.
2. Litigation
<ul style="list-style-type: none"> • Did not list.
3. Licensure/Certification
<ul style="list-style-type: none"> • Did not list.
4. Certificate of Insurance
<ul style="list-style-type: none"> • Did not provide.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Jeff's Catering
DATE: April 13, 2023

**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

- Has a large event center (450 capacity) located in Brewer.
- Can travel anywhere in the State and provide services for indoor or outdoor events.
- Self-sufficient for equipment, power, and water
- Did not provide a sample/example menu.
- Did provide a response to meeting dietary restrictions.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Jeff's Catering
DATE: April 13, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	25	20

Break #1 Cost Per Person	Lunch Cost Per Person	Break #2 Cost Per Person	Total Daily Cost Per Person
\$4.00	\$15.00	\$4.00	\$23.00

Evaluation Team Comments:

- Lunch falls within the GSA maximum.
- Did not provide detail of what made up the per person cost components.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Rollie's Remote Catering
DATE: April 13, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: Procurement Services (proposals@maine.gov)
Names of Evaluators: Chad Lewis, Bonnie Baker, Andrea Lubejko, Jordan Dean

Regions Bidder is proposing to provide services					
Region(s):	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

<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	20
<u>Total Points</u>	<u>100</u>	<u>80</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Rollie's Remote Catering
DATE: April 13, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Rollie's Remote Catering
DATE: April 13, 2023

**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"> • Limited details related to past projects, with no reference information. • High-level description of offerings. • Have been in business for over 10 years. • Have provided services multiple time for Maine Revenue Services and feedback has been positive. • Have done events for 10-400 people.
2. Litigation
<ul style="list-style-type: none"> • Did not list.
3. Licensure/Certification
<ul style="list-style-type: none"> • Indicated being fully licensed but did not provide documentation.
4. Certificate of Insurance
<ul style="list-style-type: none"> • Provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER: Rollie's Remote Catering

DATE: April 13, 2023

**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

- Indicated being able to provide all varieties of specialty meal types.
- Can offer both self-serve and plated meals.
- Did not mention menus to accommodate dietary restrictions, with the exception of a vegetarian meal option.
- Able to handle a wide range of capacities.
- Did not describe staffing model.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER: Rollie's Remote Catering
DATE: April 13, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	25	20

Break #1 Cost Per Person	Lunch Cost Per Person	Break #2 Cost Per Person	Total Daily Cost Per Person
\$10-14	\$15.00-18.00	\$5-8	\$30-40

Evaluation Team Comments:

- Lunch falls within the GSA maximum.
- Did not provide detail of what made up the per person cost components.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Bell the Cat
DATE: 2023.04.11
EVALUATOR NAME: Bonnie A Baker
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - 25+ years of experience
 - Provided multiple examples of large events with references
 - Did not indicate what region(s) they are willing to provide services
 - Ability to serve both small and large groups
2. Litigation
 - None listed
3. Licensure/Certification
 - None listed
4. Certificate of Insurance
 - Not included in submission packet?

Section III. Proposed Services

- Variety but simple foods w only one or two items per meal
- Did not include staffing practices or capacity information

Section IV. Cost Proposal

- Are the amounts listed for disp dishes/cutlery & bottled beverages in addition to the per person price listed on page 24?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Big Cat Catering
DATE: 2023.04.11
EVALUATOR NAME: Bonnie A Baker
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Clearly indicated which regions they are applying for
 - Listed multiple previous events with contact names but limited contact info
 - Experience with large events
 - Little details on previous experiences
 - Mobile kitchen
2. Litigation
 - None listed
3. Licensure/Certification
 - Listed certifications/licenses – Serve Safe certified
4. Certificate of Insurance
 - Not included in submission packet

Section III. Proposed Services

- No sample menu
- No staffing practices

Section IV. Cost Proposal

- No details

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Jeff's Catering
DATE: 2023.04.11
EVALUATOR NAME: Bonnie A Baker
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Clearly indicated which regions they are proposing to provide services for
 - Established in 1985
 - Indicated can serve both large and small groups
 - Detailed description of experience and abilities
 - Very thorough examples with references and contact info
 - Listed foods offered at past events
2. Litigation
 - None listed
3. Licensure/Certification
 - None listed
4. Certificate of Insurance
 - Not provided with submission packet

Section III. Proposed Services

- No itemized list of foods in theoretical example
- Self sufficient w cooking equipment, power, & water
- Small outdoor to large corporate events

Section IV. Cost Proposal

- No sample menu

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Rollie's Remote Catering
DATE: 2023.04.11
EVALUATOR NAME: Bonnie A Baker
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Indicated regions they are willing to provide services
 - Did not sign packet
 - Limited details in past projects. Names but no contact info for references.
2. Litigation
 - None noted
3. Licensure/Certification
 - States 'fully licensed and insured'
4. Certificate of Insurance
 - Provided

Section III. Proposed Services

- Clearly stated which meals they could provide
- Ability to offer both self-serve and plated meals

Section IV. Cost Proposal

- Range of prices for each component
- No menu or examples of food being provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Bell the Cat Inc.
DATE: 04/06/2023
EVALUATOR NAME: Andrea Lubejko
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - In business for over 25 years
 - The Hutchinson Center has initiated contact with Bell the Cat, Inc. multiple times to cater corporate luncheons.
 - Provided examples of catering for large off-site events.
2. Litigation
 - N/A
3. Licensure/Certification
 - Copies of licenses/certifications not attached, but MRS has worked with Bell the Cat within the past year and obtained copies of such documents
4. Certificate of Insurance
 - See #3

Section III. Proposed Services

- Only catering company to provide a detailed, itemized menu proposal.
- Proposed menu has variety of choices.

Section IV. Cost Proposal

- Reasonable rates per person on cost proposal.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Big Cat's Catering, LLC
DATE: 04/06/2023
EVALUATOR NAME: Andrea Lubejko
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - 299-person capacity at Event Center in Trenton, also has mobile kitchen and has done events for up to 1,000 people (Jackson Lab)
 - Contracted multiple times with SOM
2. Litigation
 - None mentioned
3. Licensure/Certification
 - Not submitted, but state they are Serv Safe certified in Overview.
4. Certificate of Insurance
 - No certificate submitted.

Section III. Proposed Services

- Available for statewide events with mobile kitchen
- 299-person capacity event center

Section IV. Cost Proposal

- Lunch cost higher than allowed rate.
- Did not provide an itemized list.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Jeff's Catering & Bakeshop Inc, DBA Jeff's Catering & Event Center

DATE: 04/07/2023

EVALUATOR NAME: Andrea Lubejko

EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - 38 years of catering experience
 - Detailed descriptions of large events held both on and off-site
 - company is currently on SOM list of prequalified vendors for conference centers
2. Litigation
 - None mentioned
3. Licensure/Certification
 - Not submitted
4. Certificate of Insurance
 - Not submitted

Section III. Proposed Services

- Large facility in Brewer for up to 450 people
- Fully equipped to travel and self-sufficient with cooking equipment, power, and water

Section IV. Cost Proposal

- Cost of breaks and lunches very reasonable
- Itemized list of what offered not provided with submission

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Rollie's Remote Catering
DATE: 04/06/2023
EVALUATOR NAME: Andrea Lubejko
EVALUATOR DEPARTMENT: DAFS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Caters all types of meals/snacks for all occasions and group sizes (mentioned weekly Rotary catering to 400+ person Mathews Bros events).
2. Litigation
 - None mentioned
3. Licensure/Certification
 - States fully licensed and insured, attached certificate of liability insurance
4. Certificate of Insurance
 - Attached to proposal

Section III. Proposed Services

- Section II outlines a variety of options such as heavy paper or plastic plates, self-serve meals or plated, light meals like soups and sandwiches to more complex meals like lasagna and grilled chicken.

Section IV. Cost Proposal

- Itemized list not submitted. Examples of items provided listed in Appendix C.
- Costs are reasonable for breaks and meals and lunch falls within limit

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Big Cat Catering

DATE: 4/11/23

EVALUATOR NAME: Jordan Dean

EVALUATOR DEPARTMENT: Education

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Positive: Has mobile kitchen, services in all regions.
 - Has venue for up to 299-person capacity
 - Previous work with Maine Department of Transportation
2. Litigation
 - N/A
3. Licensure/Certification
 - Serve safe certified
4. Certificate of Insurance
 - N/A

Section III. Proposed Services

- No itemized list of what is offered

Section IV. Cost Proposal

- Lunch is over the per diem rate

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Jeff's Catering

DATE: 4/11/23

EVALUATOR NAME: Jordan Dean

EVALUATOR DEPARTMENT: Education

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - In business over 35 years
 - Onsite and offsite catering
 - Worked with State of Maine previously both on and off site
2. Litigation
 - N/A
3. Licensure/Certification
 - N/A
4. Certificate of Insurance
 - N/A

Section III. Proposed Services

- No list of itemized offerings

Section IV. Cost Proposal

- Within per diem rate

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Rollie's Remote Catering

DATE: 4/11/23

EVALUATOR NAME: Jordan Dean

EVALUATOR DEPARTMENT: Education

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Licensed and insured
 - Offer breakfast, lunch, dinner, appetizers, and am/pm breaks.
 - In business over 10 years
 - Provides service in all regions
2. Litigation
 - N/A
3. Licensure/Certification
 - N/A
4. Certificate of Insurance
 - Provided

Section III. Proposed Services

- No itemized list provided
- Can provide self-serve to plated meals

Section IV. Cost Proposal

- Within per diem rates

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Bell the Cat

DATE: 4/11/23

EVALUATOR NAME: Jordan Dean

EVALUATOR DEPARTMENT: Education

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Positive: Been serving community over 25 years; equal opportunity business. Catered large scale luncheons & fundraising gala.
 - Question: What region does this bidder provide services?
2. Litigation
 - N/A
3. Licensure/Certification
 - N/A
4. Certificate of Insurance
 - N/A

Section III. Proposed Services

- Lots of options for lunch.

Section IV. Cost Proposal

- Lunch is within Per Diem Rates

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Bell the Cat
DATE: 4/12/2023
EVALUATOR NAME: Chad Lewis
EVALUATOR DEPARTMENT: MaineDOT

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- Did not indicate regions on Appendix A
- Appears to serve Mid-Coast region (Belfast Community)

Section II. Organization Qualifications and Experience

1. Overview of the Organization
 - Served Mid-Coast for over 25 years
 - Minority owned
 - Caters “small and large groups and organizations”
 - Examples show good diversity in clients and group sizes
2. Litigation
 - No information provided
3. Licensure/Certification
 - No information provided
4. Certificate of Insurance
 - Did not provide

Section III. Proposed Services

- No information on general menu item offerings
- Did not address dietary restrictions (i.e., allergies and special diets)
- No information on staffing or capacity

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Bell the Cat

DATE: 4/12/2023

EVALUATOR NAME: Chad Lewis

EVALUATOR DEPARTMENT: MaineDOT

Section IV. Cost Proposal

- GSA - \$18/lunch \$5/Incidental for Belfast
- Total of \$29.75/per person
- Water extra? \$2/bottle
- Extra charge for cutlery and dishes? \$2
- Diverse offerings – 5 options

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Big Cat's Catering
DATE: 4/12/2023
EVALUATOR NAME: Chad Lewis
EVALUATOR DEPARTMENT: MaineDOT

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

- Indicated service to entire state (all 5 regions)

- 1. Overview of the Organization
 - (Handwritten – difficult to read some parts)
 - Event center with 299 capacity
 - Mobile Kitchen
 - “Qualified Caterer”
 - Examples – events up to 1000 people
 - MaineDOT in Blue Hill region – 2 years
 - Hammond Lumber – 14 locations
- 2. Litigation
 - None provided
- 3. Licensure/Certification
 - None provided
- 4. Certificate of Insurance
 - None provided

Section III. Proposed Services

- No information on menu items or staffing. Capacity and service area addressed in Section II above

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Big Cat's Catering

DATE: 4/12/2023

EVALUATOR NAME: Chad Lewis

EVALUATOR DEPARTMENT: MaineDOT

Section IV. Cost Proposal

- Bar Harbor GSA \$18/lunch \$5 incidental - \$23
- Total cost \$30/person
- No menu information

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Jeff's Catering
DATE: 4/12/2023
EVALUATOR NAME: Chad Lewis
EVALUATOR DEPARTMENT: MaineDOT

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

- Can serve the entire State of Maine

- 1. Overview of the Organization
 - Est in 1985/Brewer, Maine
 - ON State list and has served state agencies
 - Facility can accommodate up to 450
 - Small & large groups (no #s)
 - Can travel anywhere in state – indoor & outdoor
 - Two of three examples MaineDOT – demonstrated ability to cater large groups
 - 3-year contract with UM/Sport

- 2. Litigation
 - Not provided

- 3. Licensure/Certification
 - Not provided

- 4. Certificate of Insurance
 - Not provided

Section III. Proposed Services

- Did not provide a menu description or address allergies/special diets
- Service area addressed on Appendix A
- Capacity addressed above in Section II
- Staffing not addressed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045

RFP TITLE: Catering Services

BIDDER NAME: Jeff's Catering

DATE: 4/12/2023

EVALUATOR NAME: Chad Lewis

EVALUATOR DEPARTMENT: MaineDOT

Section IV. Cost Proposal

- GSA for Bangor \$15/lunch \$5/incidental
- \$4 for breaks \$15 for lunch – Total \$23/person
- No itemized list for offerings

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202303045
RFP TITLE: Catering Services
BIDDER NAME: Rollie's Remote Catering
DATE: 4/12/2023
EVALUATOR NAME: Chad Lewis
EVALUATOR DEPARTMENT: MaineDOT

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section II. Organization Qualifications and Experience

- Can provide services statewide
 - Did not sign Appendices A or B
1. Overview of the Organization
 - “Fully licensed and insured catering company”
 - Provided a high-level description of offerings
 - Provided catering services to State agency
 - Over ten years providing services to one client
 - Mathews Bros – from 10 to 400/served
 2. Litigation
 - None provided
 3. Licensure/Certification
 - None provided but stated “fully licensed”
 4. Certificate of Insurance
 - Provided

Section III. Proposed Services

- Did not provide listing of menu options
- Capacity addressed in Section II
- Service area indicated on Appendix A
- No staffing info

Section IV. Cost Proposal

- Cost form does not appear to be completed correctly



**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, Chad Lewis, 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.

Chad Lewis

Signature

4/6/2023

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

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Jordan Dean

Signature

04/06/2023

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, Bonnie A Baker 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.

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Signature

2023.04.06
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, Andrea Lubejko 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.

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Andrea Lubejko

4/6/2023

Signature

Date