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| **RFP NUMBER AND TITLE:** | RFP #202402048  Pre-Qualified Vendor List for Marketing, Promotion, Media, and Assessment Services |
| **RFP ISSUED BY:** | Department of Agriculture, Conservation and Forestry |
| **SUBMITTED QUESTIONS DUE DATE:** | Questions regarding this RFP can be submitted at any time while this RFP is open. |
| **QUESTION & ANSWER SUMMARY ISSUED:** | 4/10/2025 |
| **PROPOSAL DUE DATE:** | April 18, 2025, no later than 11:59 p.m., local time, no later than 11:59 p.m., local time (**as amended**) |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. RFP due date will be extended to 4/18/25 because the Q&A Summary must be posted a minimum of 7 days before the Proposal Due Date. | |
| **REVISED LANGUAGE IN RFP:**   1. On April 10, 2025, the Maine Department of Agriculture, Conservation, and Forestry revised the Application Deadline to April 18, 2025, no later than 11:59 p.m., local time. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Part I, Section B. 5, P. 6 | It says the *“proposal shall be signed by a person authorized legally….”*  Is that the same as/already covered by the Responsible Bidder Certification or do you need a separate statement or cover letter signed by the same legally authorized person to meet this criteria? |
| **Answer** | |
| Both the Appendix A and B need to be signed by a person authorized. No other statement is needed. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part IV Proposal Submission Requirements, P. 15 | ***“…****The Department seeks detailed yet succinct responses… …Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response.”*  Is there a page limit to the proposal? |
| **Answer** | |
| No | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part IV Proposal Submission Requirements, P. 15 | *“The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. …Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.”*  Must our proposal strictly adhere to the MS Word template and table structure, or may we submit a fully designed proposal that follows the required section outline and order? |
| **Answer** | |
| Bidders must use the documents listed in Part VI. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Appendix C, P. 25 | *“Provide a description and supporting documents (e.g. portfolio samples) of three projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP.”*  There are 14 service categories, we provide and could assist with all of them, do you plan to select vendors for everything they propose, or would you potentially select vendors for a subset of what they propose, or is an all-or-nothing award? |
| **Answer** | |
| Successful Bidders will be placed on a pre-qualified vendor list. When the Department has a need for a service described in Part II Section B, all pre-qualified vendors that provide that service will be asked to submit a proposal. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Appendix C, P. 25, | For the past performance/current clients, you ask for a minimum of three projects – is that a minimum of three projects overall, or is that three projects per service area…so 14 service areas x 3 projects – that could be up to 42 different project examples.  Many of our previous/current projects already utilize multiple services – e.g., facilitation, event logistics, strategic planning, and a website all in one project. |
| **Answer** | |
| 3 projects overall, it’s understood that many projects utilize more than one of the service areas mentioned. | |