

State of Maine
Master Score Sheet

RFP# 202508114						
2025 Waste Diversion Grant Program, Combined Round I and II						
Bidder Name:		Peak Composting	Town of Castine	Town of Fryeburg	University of Maine System, acting through University of Maine	
Proposed Cost:		\$15,000.00	\$9,067.00	\$15,000.00	\$15,000.00	
Scoring Sections	Points Available	100	100	100	100	
Section I: Preliminary Information (Eligibility)	Pass/Fail	Pass	Pass	Pass	Pass	
Section II: Organization Qualifications and Experience	15	15	15	15	15	
Section III: Proposed Services	50	50	50	50	45	
Section IV: Cost Proposal	35	35	35	33	27	
TOTAL	<u>100</u>	<u>100</u>	<u>100</u>	<u>98</u>	<u>87</u>	
Bidder Name:		City of South Portland				
Proposed Cost:		\$10,300.00				
Scoring Sections	Points Available	100				
Section I: Preliminary Information (Eligibility)	Pass/Fail	Pass				
Section II: Organization Qualifications and Experience	15	15				
Section III: Proposed Services	50	40				
Section IV: Cost Proposal	35	30				
TOTAL	<u>100</u>	<u>85</u>				



JANET T. MILLS
GOVERNOR

Melanie Loyzim
COMMISSIONER

DEPARTMENT OF
Environmental Protection

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

1. Purpose

Through the subject RFP, in accordance with [38 MRSA §2201-B, Maine Solid Waste Diversion Grant Program](#), the Department sought proposals to help develop, implement, or enhance projects, programs, or activities aimed at increasing the diversion of organic waste from disposal. [Maine law \(38 MRSA §2132.1-B\)](#) sets a goal of reducing the amount of waste disposed per capita by 5% every five years. The Department believes that progress toward this goal can be achieved by implementing innovative and proven local, regional, and statewide initiatives aimed at reducing the generation of surplus food, and at increasing the recovery and utilization of discarded organics.

2. Evaluation Process

Prior to initiation of the RFP process, an evaluation team was established, comprised of qualified reviewers, each with specific solid waste expertise, from the Division of Materials Management (see list below).

Evaluator Name	Program Represented
Mark King (RFP Coordinator)	Organics Management
Derek DeCastro	Solid Materials Management
Courtney Hafner	Sustainability

The evaluation team was trained in the RFP review/evaluation process and then independently conducted their individual reviews of proposals. On October 30, 2025, the evaluators met as a team to apply the consensus method for recording the team notes and assigning scores to each proposal/application for Qualifications and Experience, Proposed Services, and Cost sections. Each proposal was then scored using a consensus-based evaluation system. The maximum achievable score was 100 points, based on the following categories:

- Preliminary Information/eligibility (Pass/Fail)
- Organization, Qualifications and Experience (15 points),
- Proposed Services (50 points), and
- Cost Proposal (35 points)

3. Conditional Awards

As a result of the evaluation process, the evaluation team announced its conditional contract awards to the following vendors:



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GOVERNOR

Melanie Loyzim
COMMISSIONER

DEPARTMENT OF
Environmental Protection

Service/Category	Vendor Name
Compost Facility	Peak Composting
Municipality	Town of Castine
Municipality	Town of Fryeburg
University	University of Maine
Municipality	City of South Portland

Below are the key factors that resulted in the award selection(s) made through this evaluation process:

Scores were assigned based upon the following criteria:

- The applicant's ability to address key solid waste management goals,
- The project's anticipated return for the investment (money, time),
- The project's efficiency in achieving expected outcomes, in terms of proposed work, budget and time frame, and
- The amount and quality of proposed matching funds or services.

4. Qualifications & Experience

This round of proposals contained many qualified individuals, governmental entities, and businesses. One of the most important deciding factors for our evaluation team was proven experience and ability to adapt to changing circumstances. Those entities chosen for funding also possessed the following additional qualifications/experience:

- Operate using a proven business model,
- Apply strong educational outreach efforts,
- Can develop strong community partnerships,
- Show a strong commitment to future growth of their proposed program, and/or
- Utilize or propose technology that is adaptable and scalable to fit many solid waste management scenarios.

5. Proposed Services

During the evaluation process, our team focused on the following key "proposed services" factors—determining that the project as proposed will:

- Address an identified organics management need,
- Take advantage of regional economies of scale,
- Increase organics management in underserved areas of the state,
- Promote organics reduction through diversion, recovery, donation, and reuse,
- Reduce wasted food through donation or other sharing initiatives,
- Address a statewide need, and/or



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- Expand the types of materials managed through composting and recycling.

6. Cost Proposal

Approved project requests ranged from a low of \$9,067.00 to help develop a community backyard composting program, to a high of \$15,000.00 to help develop a food scrap diversion tool kit to help educate Maine's K-12 schoolchildren. The Solid Waste Diversion Grant program operates solely as a grant, so we did not compare the costs of each project against one another but judge each based on its own individual merit.

7. Conclusion

The five proposals chosen for funding all represent opportunities to expand collection, diversion, and reuse of surplus food and other organic materials. A common theme among the projects selected was moving organic materials away from disposal in support of higher and better end uses in accordance with the state's solid waste management hierarchy. The evaluation team determined that the proposals submitted by the awarded vendors represent the best value to the State of Maine.



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STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

November 18, 2025

Sarah Osborne, Founder
Peak Composting
329 Monroe Road
Winterport, ME 04496
info@peakcomposting.com

SUBJECT: Notice of Conditional Contract Awards under RFP# 202508114,
2025 Waste Diversion Grant Program, Fall Bonus Organics Round

Dear Ms. Osbourne,

This letter is regarding the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grant Program. The Department received a total of 5 proposals of which all were deemed eligible, evaluated and scored using the evaluation criteria identified in the RFP.

The Department now wishes to announce the following five conditional grant awardees who will receive full awards:

Award Recipient Name	Award Type
Peak Composting	Full
Town of Castine	Full
Town of Fryeburg	Full
University of Maine System acting through the University of Maine	Full
City of South Portland	Full

The Department will be contacting these bidders 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.

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
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PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

A handwritten signature in cursive script that reads "Mark King".

Mark A. King,
Organics Management Specialist
Division of Materials Management

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).



JANET T. MILLS
GOVERNOR

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DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

November 18, 2025

Ina Schonberg
Town of Castine
67 Court Street
Castine, ME 04421
ina@castine.me.us

SUBJECT: Notice of Conditional Contract Awards under RFP#
202508114, 2025 Waste Diversion Grant Program, Fall Bonus Organics Round

Dear Ms. Schonberg,

This letter is regarding the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grant Program. The Department received a total of 5 proposals of which all were deemed eligible, evaluated and scored using the evaluation criteria identified in the RFP.

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DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

November 18, 2025

Katie Haley, Town Manager
Town of Fryeburg
16 Lovewell Pond
Fryeburg, ME 04037
townmanager@fryeburgmaine.org

SUBJECT: Notice of Conditional Contract Awards under RFP# 202508114,
2025 Waste Diversion Grant Program, Fall Bonus Organics Round

Dear Ms. Haley,

This letter is regarding the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grant Program. The Department received a total of 5 proposals of which all were deemed eligible, evaluated and scored using the evaluation criteria identified in the RFP.

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Organics Management Specialist
Division of Materials Management

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DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

November 18, 2025

David Hart, Director
George Mitchell Center for Sustainability Solutions
Acting on Behalf of the University of Maine
5717 Corbett Hall
Orono, ME 04469-5710
david.hart@maine.edu

SUBJECT: Notice of Conditional Contract Awards under RFP# 202508114,
2025 Waste Diversion Grant Program, Fall Bonus Organics Round

Dear Mr. Hart,

This letter is regarding the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grant Program. The Department received a total of 5 proposals of which all were deemed eligible, evaluated and scored using the evaluation criteria identified in the RFP.

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Division of Materials Management

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JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

November 18, 2025

Julie Rosenbach, Sustainability Director
City of South Portland
25 Cottage Road
South Portland, ME 04106
jrosenbach@southportland.gov

SUBJECT: Notice of Conditional Contract Awards under RFP# 202508114,
2025 Waste Diversion Grant Program, Fall Bonus Organics Round

Dear Ms. Rosenbach,

This letter is regarding the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grant Program. The Department received a total of 5 proposals of which all were deemed eligible, evaluated and scored using the evaluation criteria identified in the RFP.

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Division of Materials Management

STATEMENT OF APPEAL RIGHTS

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Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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State of Maine

Department of Environmental Protection

Division of Materials Management

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

TEAM CONSENSUS EVALUATION NOTES

RFP Coordinator	Name	Mark King
	Title	Organics Management Specialist
	Email	Mark.a.king@maine.gov

Evaluation Team	
Name	Mark King
Name	Derek Decastro
Name	Courtney Hafner

Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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SUMMARY

		Points Available	Points Awarded
File 1	Preliminary Information	N/A	Pass
File 2	Organization Qualifications and Experience	15	15
File 3	Proposed Services	50	50
File 4	Cost Proposal	35	40
		Total: 100	Total: 100

Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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File 1 Preliminary Information	
	Team Notes
Eligibility to Submit Bids	1. The applicant has completed all necessary items to be deemed eligible.
Minimum 25% match met and supported documents submitted.	1. Provided

Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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File 2	
Organization Qualifications and Experience	
Points Available	Points Awarded
15	15

Section	Team Notes
Overview of the Organization	<ol style="list-style-type: none"> 1. Peak Composting was founded by Sarah Osbourne of Winterport. 2. Castine's Public Works and general services manager/director will attend the Maine Composting School. 3. The applicant has worked with municipalities, private businesses and a food bank to collect food scraps and compost it at their own facility. 4. The founder has extensive experience organizing and developing food scrap recovery and organic management programs. 5. Peak composting recently applied for and has received a Compost Management Plan from the Department of Agriculture, Conservation and Forestry; allowing them to process up to 60 cubic yards of food scraps/month.
Subcontractors	1. None noted.
Organizational Chart	1. Provided.
Litigation	1. None noted.
Financial Viability	1. Provided,
Licensure/Certification	1. N/A
Certificate of Insurance	1. Provided.

Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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File 3 Proposed Services	
Points Available	Points Awarded
50	50

Section	Team Notes
Proposed Services	<ol style="list-style-type: none"> 1. Peak Composting proposes to use WDG funding to expand their existing food scrap recovery program by purchasing 200 additional 5-gallon food scrap collection buckets, expanding their community education and outreach programs, and improve the existing compost site by adding impervious work surfaces. 2. The applicants believe the new messaging will improve the existing program while, simultaneously, extending its reach a larger portion of the community of Winterport and surrounding area. 3. The applicants are planning to provide some very innovative messaging including: <ol style="list-style-type: none"> i. Magnets with a clear “what goes in / what stays out” list will be distributed with every bucket, ii. Localized advertising on Facebook and Instagram will raise awareness of the program in Winterport and surrounding towns, iii. Flyers, door hangers, and signage at community events and farm stands will promote participation and build community recognition, iv. Educational materials and signage will be developed to help promote composting in the Winterport area, and v. Development of a “Composting App.” that will allow residential customers to track their contributions.
Implementation – Work Plan	<ol style="list-style-type: none"> 1. The proposed work plan is adequate and should be able to be accomplished within the proposed timeline.

Bidder/Applicant Name	Peak Composting
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Date of Team Evaluation	October 30, 2025
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File 4 Cost Proposal	
Points Available	Points Awarded
35	35

Team Notes
<ol style="list-style-type: none">1. The applicant has requested \$15,000.00 of the total project cost of \$20,000.00, meeting the minimum 25% match requirement.2. The project should provide a significant return for the investment of WDG funding. Aside from organics diversion being a major focus of waste reduction, engaging residents in generally underserved regions of the State, like Hancock County, is a valuable investment.

Bidder/Applicant Name	Town of Castine
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Date of Team Evaluation	October 30, 2025
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State of Maine

Department of Environmental Protection

Division of Materials Management

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

TEAM CONSENSUS EVALUATION NOTES

RFP Coordinator	Name	Mark King
	Title	Organics Management Specialist
	Email	Mark.a.king@maine.gov

Evaluation Team	
Name	Mark King
Name	Derek Decastro
Name	Courtney Hafner

Bidder/Applicant Name	<u>Town of Castine</u>
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Date of Team Evaluation	October 30, 2025
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SUMMARY

		Points Available	Points Awarded
File 1	Preliminary Information	N/A	Pass
File 2	Organization Qualifications and Experience	15	15
File 3	Proposed Services	50	50
File 4	Cost Proposal	35	40
		Total: 100	Total: 100

Bidder/Applicant Name	<u>Town of Castine</u>
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Date of Team Evaluation	October 30, 2025
--------------------------------	------------------

File 1 Preliminary Information	
	Team Notes
Eligibility to Submit Bids	1. The applicant has completed all necessary items to be deemed eligible.
Minimum 25% match met and supported documents submitted.	1. Provided

Bidder/Applicant Name	<u>Town of Castine</u>
------------------------------	-------------------------------

Date of Team Evaluation	October 30, 2025
--------------------------------	------------------

File 2	
Organization Qualifications and Experience	
Points Available	Points Awarded
15	15

Section	Team Notes
Overview of the Organization	<ol style="list-style-type: none"> 1. The Town of Castine manages a small solid waste transfer station. The Town currently has a contract with Municipal WasteHub in Hampden, a facility that is still building capacity. 2. Castine’s Public Works and general services manager/director will attend the Maine Composting School. 3. Residents formed a voluntary citizen’s group called Castine Climate Connections to sponsor climate change impact reduction and mitigation. 4. They have organized activities to assist disadvantaged residents and the public generally to take actions to reduce energy use and carbon footprints.
Subcontractors	1. None noted.
Organizational Chart	1. Provided.
Litigation	1. None noted.
Financial Viability	1. Provided,
Licensure/Certification	1. N/A
Certificate of Insurance	1. Provided.

Bidder/Applicant Name	Town of Castine
------------------------------	------------------------

Date of Team Evaluation	October 30, 2025
--------------------------------	------------------

File 3 Proposed Services	
Points Available	Points Awarded
50	50

Section	Team Notes
Proposed Services	<ol style="list-style-type: none"> 1. The applicant proposes using Waste Diversion Grant funding to create the Castine Composting Project which will introduce and promote composting in the Castine area. The project will be accessible to residents through information sessions, home composting equipment, and gain assistance with Chickadee Composting. This project will educate homeowners on diverting kitchen waste from the landfills to their backyard composting. 2. Public education efforts will focus on home composting and the value of working together as a community. 3. 60 free backyard compost units will be provided to interested residents wishing to try home composting. The complete package will include: one Earth Machine compost unit, a compost mixer (“Wing digger”) and a compost thermometer. 4. The applicant will also coordinate with Chickadee Composting of Surry, an establishing commercial composting facility in the region, to work with residents that want an alternative option to home composting due to a variety of reasons, including: concerns over attracting vectors, limited space at home, or irregular schedules preventing consistent home composting.
Implementation – Work Plan	<ol style="list-style-type: none"> 1. The proposed work plan is adequate and should be able to be accomplished within the proposed timeline.

Bidder/Applicant Name	Town of Castine
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Date of Team Evaluation	October 30, 2025
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File 4 Cost Proposal	
Points Available	Points Awarded
35	35

Team Notes
<ol style="list-style-type: none">1. The applicant has requested \$9,067.00 of the total project cost of \$12,127.00, matching the minimum 25% requirement.2. The project should provide a significant return for the investment of WDG funding. Aside from organics diversion being a major focus of waste reduction, engaging residents in generally underserved regions of the State like Hancock County is a valuable investment.

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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State of Maine

Department of Environmental Protection

Division of Materials Management

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

TEAM CONSENSUS EVALUATION NOTES

RFP Coordinator	Name	Mark King
	Title	Organics Management Specialist
	Email	Mark.a.king@maine.gov

Evaluation Team	
Name	Mark King
Name	Derek Decastro
Name	Courtney Hafner

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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SUMMARY

		Points Available	Points Awarded
File 1	Preliminary Information	N/A	Pass
File 2	Organization Qualifications and Experience	15	15
File 3	Proposed Services	50	50
File 4	Cost Proposal	35	33
		Total: 100	Total: 98

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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File 1 Preliminary Information	
	Team Notes
Eligibility to Submit Bids	1. The applicant has completed all necessary items to be deemed eligible.
Minimum 25% match met and supported documents submitted.	1. Provided

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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File 2	
Organization Qualifications and Experience	
Points Available	Points Awarded
15	15

Section	Team Notes
Overview of the Organization	<ol style="list-style-type: none"> 1. The Town of Fryeburg operates a small transfer station that supports a year-round population of approximately 3,300 residents. 2. The Town manager (Katie Haley) has a keen interest in making Fryeburg more resilient by increasing food scrap recovery efforts. 3. The Public Works Director (Lester France) has many certifications including being a graduate of the Compost school. 4. The Town was previously awarded funding from a Community Action Grant to establish a composting pilot program at the transfer station.
Subcontractors	1. None noted.
Organizational Chart	1. Provided.
Litigation	1. None noted.
Financial Viability	1. Provided,
Licensure/Certification	1. N/A
Certificate of Insurance	1. Provided.

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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File 3 Proposed Services	
Points Available	Points Awarded
50	50

Section	Team Notes
Proposed Services	<ol style="list-style-type: none"> 1. The Town proposes increasing organics and materials recycling by expanding composting opportunities at the transfer station. 2. The Town proposes to purchase a 10-foot Top Grizzly Screener to make the current compost produced a finer and more attractive product to residents. 3. The Town also proposes purchasing a 10'x16' shed to promote reuse of materials, provide a display for bagged compost sales, and finally provide a hub for display of educational materials related to recycling, composting and other sustainable practices. 4. The Town has successfully incorporated leaf and yard debris compost at their transfer station complex, so adding food scraps should be a simple adjustment.
Implementation – Work Plan	<ol style="list-style-type: none"> 1. The proposed work plan is adequate and should be able to be accomplished within the proposed timeline. 2. The work plan discusses Operations Manual updates, but the applicant should contact their DEP SMMU project manager to verify whether a license modification is required.

Bidder/Applicant Name	Town of Fryeburg
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Date of Team Evaluation	October 30, 2025
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File 4 Cost Proposal	
Points Available	Points Awarded
35	33

- | Team Notes |
|---|
| <ol style="list-style-type: none">1. The total project cost is \$21,300. The Town is requesting \$15,000 from the grant with a match of \$6,300. This proposed match exceeds the 25% match requirement.2. This project should help expand the use of compost in the community and keep more food scraps out of the landfills. Diversion of food waste should also be saved in disposal costs. The community has already expressed a desire for more educational material and more ways to be environmentally friendly.3. The proposed diversion rates (600 tons annually) and savings (\$45,000.00 annually) seems ambitious given that the Town already maintains a composting operation. However, the proposed use of WDG funding does create potential for diversion from disposal and reuse or repurposing of waste items in a region of the State that does not have a variety of options of waste disposal or composting. |

Bidder/Applicant Name	University of Maine System, acting through the University. of Maine
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Date of Team Evaluation	October 30, 2025
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State of Maine

Department of Environmental Protection

Division of Materials Management

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

TEAM CONSENSUS EVALUATION NOTES

RFP Coordinator	Name	Mark King
	Title	Organics Management Specialist
	Email	Mark.a.king@maine.gov

Evaluation Team	
Name	Mark King
Name	Derek Decastro
Name	Courtney Hafner

Bidder/Applicant Name	University of Maine System, acting through the University. of Maine
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Date of Team Evaluation	October 30, 2025
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SUMMARY

		Points Available	Points Awarded
File 1	Preliminary Information	N/A	Pass
File 2	Organization Qualifications and Experience	15	15
File 3	Proposed Services	50	45
File 4	Cost Proposal	35	27
		Total: 100	Total: 87

Bidder/Applicant Name	<u>University of Maine System, acting through the University. of Maine</u>
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Date of Team Evaluation	October 30, 2025
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File 1 Preliminary Information	
	Team Notes
Eligibility to Submit Bids	1. The applicant has completed all necessary items to be deemed eligible.
Minimum 25% match met and supported documents submitted.	1. Provided

Bidder/Applicant Name	University of Maine System, acting through the University. of Maine
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Date of Team Evaluation	October 30, 2025
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File 2 Organization Qualifications and Experience	
Points Available	Points Awarded
15	15

Section	Team Notes
Overview of the Organization	<ol style="list-style-type: none"> 1. The Senator George J. Mitchell Center for Sustainability Solutions at the University of Maine is a leader in launching and supporting partnerships in which interdisciplinary teams of students and faculty from universities and colleges throughout the state collaborate with diverse stakeholders to tackle and help find solutions to a wide range of urgent sustainability challenges that directly benefit Maine and other regions. 2. The Mitchell Center has long-work alongside state agencies as an educational collaborative partner.
Subcontractors	1. None noted.
Organizational Chart	1. Provided.
Litigation	1. None noted.
Financial Viability	1. Provided,
Licensure/Certification	1. N/A
Certificate of Insurance	1. Provided.

Bidder/Applicant Name	University of Maine System, acting through the University. of <u>Maine</u>
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Date of Team Evaluation	October 30, 2025
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File 3 Proposed Services	
Points Available	Points Awarded
50	45

Section	Team Notes
Proposed Services	<ol style="list-style-type: none"> 1. The Mitchell Center proposal seeks to provide a consistent and comprehensive Maine Community Food Loss & Waste Education Toolkit as requested by Maine municipalities to support their FLW prevention and diversion efforts. 2. The evaluation team believes that the use of this Toolkit will assist communities in their food scrap diversion and collection to the point where substantial reductions in disposal and costs will be achieved. 3. WDG funds would be used to purchase items for workshops (customized pop-up tent and tablecloth, two t-shirts, two standing signs, and educational reference materials), pay for in-state travel of workshop personnel, and undergraduate students' and project assistants' time. 4. The proposed project will include distributing the Toolkit through statewide channels, providing technical assistance to municipalities to implement the Toolkit in their communities, and promoting and publicizing the municipal FLW education resources for statewide adoption.
Implementation – Work Plan	<ol style="list-style-type: none"> 1. The applicant's work plan is well-organized, highly detailed, comprehensive, and creates a framework for continued implementation after the WDG funding timelines.

Bidder/Applicant Name	University of Maine System, acting through the University. of Maine
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Date of Team Evaluation	October 30, 2025
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File 4 Cost Proposal	
Points Available	Points Awarded
35	27

Team Notes
<ol style="list-style-type: none"> 1. The applicant has requested \$15,000.00 of the total project cost of \$30,645.00, matching 51% of the total cost. 2. Some of these expenditures, such as \$40.00 T-shirts, seem to be excessive and could possibly be curtailed. 3. This program would be beneficial to municipalities who wish to be in the FLW program and would help to reduce food waste from several communities. Food waste is the largest portion of Maine’s waste stream at nearly 30%. We believe this program could help to bring down this percentage. 4. The University of Maine has received many Waste Diversion Grants in the past, and this program seems to be an extension of another current program.

Bidder/Applicant Name	City of South Portland
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Date of Team Evaluation	October 30, 2025
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State of Maine

Department of Environmental Protection

Division of Materials Management

RFP # 202508114

2025 Waste Diversion Grant Program, Special Fall Bonus Organics Round

TEAM CONSENSUS EVALUATION NOTES

RFP Coordinator	Name	Mark King
	Title	Organics Management Specialist
	Email	Mark.a.king@maine.gov

Evaluation Team	
Name	Mark King
Name	Derek Decastro
Name	Courtney Hafner

Bidder/Applicant Name	City of South Portland
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Date of Team Evaluation	October 30, 2025
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SUMMARY

		Points Available	Points Awarded
File 1	Preliminary Information	N/A	Pass
File 2	Organization Qualifications and Experience	15	15
File 3	Proposed Services	50	40
File 4	Cost Proposal	35	30
		Total: 100	Total: 85

Bidder/Applicant Name	<u>City of South Portland</u>
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Date of Team Evaluation	October 30, 2025
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File 1 Preliminary Information	
	Team Notes
Eligibility to Submit Bids	1. The applicant has completed all necessary items to be deemed eligible.
Minimum 25% match met and supported documents submitted.	1. Provided

Bidder/Applicant Name	City of South Portland
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Date of Team Evaluation	October 30, 2025
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File 2	
Organization Qualifications and Experience	
Points Available	Points Awarded
15	15

Section	Team Notes
Overview of the Organization	<ol style="list-style-type: none"> 1. The City has a very strong sustainability program and has been seen as a leader for the State of Maine. 2. The City has adopted a “One Climate Future (OCF) Plan”, a joint climate action plan with the City of Portland, in the hopes of reducing greenhouse gas emissions a total of 80% by 2050. 3. The City has been awarded numerous times by the WDG program and continues to leverage grant funds to help recover wasted food and divert it to higher and better uses.
Subcontractors	1. None noted.
Organizational Chart	1. Provided.
Litigation	1. None noted.
Financial Viability	1. Provided,
Licensure/Certification	1. N/A
Certificate of Insurance	1. Provided.

Bidder/Applicant Name	City of South Portland
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Date of Team Evaluation	October 30, 2025
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File 3 Proposed Services	
Points Available	Points Awarded
50	40

Section	Team Notes
Proposed Services	<ol style="list-style-type: none"> 1. The City of South Portland proposes the development and distribution of new education and outreach materials for the City’s wasted food collection program, which has recently switched to a local food scrap collection and compost organization, instead of sending it through ecomaine to be anaerobically digested in Exeter. 2. Education material will include: new signage at each of the five municipal compost drop-off sites; postcard mailers will be distributed to each of the approximately 12,000 households in the City of South Portland; a digital outreach campaign; and interactive displays and giveaways will be organized at several City buildings and facilities, paired with giveaways of counter-top compost bins, to engage residents in the composting program. 3. The proposed project is a rebranding of the City’s existing food waste diversion project, and it is unclear whether the proposed changes will result in a substantial increase in future food waste diversion.
Implementation – Work Plan	<ol style="list-style-type: none"> 1. The proposed work plan is adequate and should be able to be accomplished within the proposed timeline.

Bidder/Applicant Name	City of South Portland
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Date of Team Evaluation	October 30, 2025
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File 4 Cost Proposal	
Points Available	Points Awarded
35	30

Team Notes
<ol style="list-style-type: none">1. The total project cost is \$14,006.88. This group is requesting \$10,300 from the grant with a match of \$3,706.88. This proposed match exceeds the 25% match requirement.2. The evaluation team believes this program could assist in expanding the composting efforts in South Portland. The concern is that this project seems to be expanding the current program and not starting a new program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Peak Composting

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Peak Composting was founded in 2025 by Sarah Osborne of Winterport.*
- *The founder has extensive experience organizing and developing food scrap recovery and organic management programs.*
- *Peak Composting has developed relationships with Industry partners including Good Shepard Foods, to help divert inedible food scraps from disposal.*
- *Peak composting recently applied for and has received a Compost Management Plan from the Department of Agriculture, Conservation and Forestry; allowing them to process up to 60 cubic yards of food scraps/month.*

2. Subcontractors

- *None noted.*

3. Organizational Chart

- *Provided.*

4. All other pertinent submissions

- *Provided.*

II. Proposed Services

1. Services to be Provided

- *Peak Composting proposes to use WDG funding to expand their existing food scrap recovery program by purchasing 200 additional 5-gallon food scrap collection buckets, expanding their community education and outreach programs, and improve the existing compost site by adding impervious work surfaces.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Peak Composting

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *The applicants believe the new messaging will improve the existing program while, simultaneously, extending its reach a larger portion of the community of Winterport and surrounding area.*
- *The proposed educational messaging will include:*
 1. *New Signage,*
 2. *Printed guides,*
 3. *Refridgerator Magnets,*
 4. *Software launches, and*
 5. *Community Workshops.*

2. Implementation – Work Plan

- *The plan as proposed is workable and should be easily accomplish in the allotted timeframe.*

III. Project Cost and Value

- *The total project cost is \$20,000.00 and the applicants have requested \$15,000.00. Their proposed match is \$5,000.00 (25%).*
- *The Department finds the project as proposed is a great deal for the investment, especially given the potential for this enterprising company to remove food scraps from the waste stream in an underserved portion of the state.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Peak Composting

DATE: October 28, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Peak Composting (“the applicant”) is a commercial composting company servicing Waldo County.
- The applicant has worked with municipalities, private businesses, and a food bank to collect food waste and compost it at their own facility.

2. Subcontractors

- N/A

3. Organizational Chart

- Provided – the project will be overseen by the owner and founder, Sarah Osborne.

II. Proposed Services

1. Services to be Provided

- The applicant proposes to use WDG funding to purchase 200 collection buckets and lids, education and outreach materials (magnets, signage, printed guides, software launch, and community workshops), and site improvements including a 20’x20’ slab pad, three-sided block bay, and gravel for driveway upgrades for an increase in organics volume.

2. Implementation – Work Plan

- The applicant’s work plan is adequate and should be accomplished within the proposed timeline.

III. Project Cost and Value

1. Project Cost

- The applicant has requested \$15,000.00 of the total project cost of \$20,000.00, meeting the minimum 25% match requirement.

2. Value

- The proposed project is geared towards a historically underserved region of the State. The long-term benefits of the upfront investment are significant.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Peak Composting

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Peak Composting has a track record of designing, launching, and scaling a food scrap collection and composting service in Waldo County.
- Peak Composting has partnered with the Town of Winterport to launch a food scrap drop-off program.
- Since July 2025, Peak composting has partnered with Coffee Express in Bangor to collect their used coffee grounds, averaging 100 lbs. per week.
- Peak Composting has partnered with the local Good Shepherd Food Bank distribution center to recover inedible food that would otherwise be disposed of.

2. Subcontractors

- NA

3. Organizational Chart

Owner / Project Lead – Sarah Osborne

- Responsibilities: Project management, customer service, outreach, education, and oversight of composting operations.

Site & Collection Labor (Volunteer) – Laurie Maquillan

- Responsibilities: Bucket swaps, site labor, pile management, weighing, data collection, equipment operation.

Software Developer (Contracted)

- Responsibilities: Short Term - Assist with development and launch of the composting software platform.

II. Proposed Services

1. Services to be Provided

- Grant funding will allow more buckets to be sent to residents, expand the service routes, add needed collection equipment, and expand community outreach.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Peak Composting

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Magnets with a clear “what goes in / what stays out” list will be distributed with every bucket.
- Localized advertising on Facebook and Instagram will raise awareness of the program in Winterport and surrounding towns.
- Flyers, door hangers, and signage at community events and farm stands will promote participation and build community recognition.
- An impervious surfaces and push walls will be added to the existing site.
- Educational materials and signage will be developed to help promote composting in the Winterport area.

2. Implementation – Work Plan

- Order collection buckets, lids, and educational magnets
- Distribute initial buckets to households & businesses on waitlist
- Launch targeted social media advertising & distribute flyers/signage
- Contract software developer; begin app finalization & testing
- Complete app development; pilot internally with Peak Composting
- Install gravel topping on driveway for access
- Pour concrete slab & construct 3-sided block bay
- Begin regular use of slab/bay for food scrap staging
- Host educational outreach events (farmers markets, workshops, school/community events)
- Expand household participation from 50 → 200 households
- Expand business participation (coffee shops, breweries, nonprofits)
- Launch composting app to other community composting programs
- Ongoing data collection & reporting (weights, sources, diversion tracking)

III. Project Cost and Value

The total project cost is \$20,000. This group is requesting \$15,000 from the grant with a match of \$5,000. This proposed match equals/exceeds the 25% match requirement.

I believe this program could assist in expanding the composting efforts in Winterport. Especially since this is a underserved community.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Town of Castine has a small transfer station that supports a year-round population of approximately 1,000 residents.*
- *The Town currently has a contract with Municipal WasteHub in Hampden, a facility that is still building capacity.*
- *To help residents better manage their food scraps, the Town is proposing to have the current public works director receive training at the Maine Compost School. The director will then promote local composting efforts and provide technical expertise to help support the program..*

2. Subcontractors

- *None noted.*

3. Organizational Chart

- *Provided.*

4. All other pertinent submissions

- *Provided.*

II. Proposed Services

1. Services to be Provided

- *The Town proposes to promote compost to the Castine residents through the following efforts:*
 - *Public education efforts will focus on home composting and the value of working together as a community.*
 - *Free backyard compost units will be provided to interested residents wishing to try home composting.*
 - *60 Earth Machines,*
 - *60 “Wingediggers”, and*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- 60 Compost Thermometers
 - Establish a working relationship with Chickadee Compost (Surry) for those residents interested in participating in the compost project but are concerned that the home bins might attract animals.
 - Chickadee Compost will distribute collection containers at convenient locations around Castine.

2. Implementation – Work Plan

- *The plan as proposed is workable and should be easily accomplished in the allotted timeframe.*

III. Project Cost and Value

- *The total project cost is \$12,127.00 and the applicants have requested \$9,067.00. Their proposed match is \$3,060.00 (25%).*
- *The Department finds the project as proposed is a great deal for the investment, especially given the potential for significant removal of food scraps from the waste stream in an underserved portion of the state.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The Town of Castine (“the applicant”) is a municipality in Hancock County. The population of Castine is estimated to double during summer months, putting extra strain on the transfer station.
- The applicant provides solid waste services to its residents, including operating a small volume transfer station and monitoring the closed municipal landfill.
- Residents formed a voluntary citizen’s group called Castine Climate Connections to sponsor climate change impact reduction and mitigation.

2. Subcontractors

- N/A

3. Organizational Chart

- Provided – the project will be overseen by the Department of Public Works.

II. Proposed Services

1. Services to be Provided

- The applicant proposes to use WDG funding to create the Castine Composting Project. The proposed project will include educational materials and informational sessions for at-home composting and at-home composting equipment (60 each of compost bins, compost turning tools, and thermometers). The applicant estimates a reduction of 1.5 tons of was through organics diversion and at-home composting.
- The Public Works Director will attend the Maine Compost School to serve as the Town’s composting expert to support the long-term implementation of this project.
- The applicant will also independently coordinate with Chickadee Composting, an establishing commercial composting facility in the region, to work with residents with limited space or irregular residential schedules an alternative to at-home composting.

2. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Provided – the work plan is adequate and should be able to be accomplished within the proposed timeline.

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III. Project Cost and Value

1. Project Cost

- The applicant has requested \$9,067.00 of the total project cost of \$12,127.00, matching the minimum 25% requirement.

2. Value

- The project should provide a significant return for the investment of WDG funding. Aside from organics diversion being a major focus of waste reduction, engaging residents in generally underserved regions of the State like Hancock County is a valuable investment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: 9/23/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The town of Castine manages a small transfer station that handles solid waste, and zero sort recyclables, HHW, and CDD.
- Castine's Public works and general services manager/director will participate in a weeklong training for composting by the Maine Composting School.
- Castine is part of climate connections, a voluntary citizens group that sponsors climate change impact reduction and mitigation actions. This includes dark skies, home insulation, and installation of heat pumps and solar energy.
- They have organized activities to assist disadvantaged residents and the public generally to take actions to reduce energy use and carbon footprints.
- Group members have also coordinated a successful Windows Dresser program; a window insert program.

2. Subcontractors

- NA

3. Organizational Chart

- Provided in application

II. Proposed Services

1. Services to be Provided

- The Castine Composting Project will introduce and promote composting in the Castine area. This will be accessible to residents through information sessions, home composting equipment, and gain assistance with Chickadee Composting.
- This project will allow homeowners to divert kitchen waste from the landfills to their backyard composting.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Castine

DATE: 9/23/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Training and orientation to composting will take place in the spring. And Chickadee Composting will provide more information in the summer. Public works will be acting as trouble shooting agents.

2. Implementation – Work Plan

- With grants funds they plan to purchase equipment for 58 households and 2 demonstration sites.
- Bulk orders will be available in April/May for delivery.
- A single bin will be placed at the town hall demo site for food scraps.
- Training and orientation to composting will take place in the spring. And Chickadee Composting will provide more information in the summer.
- Monthly data will be collected to identify any changes.

III. Project Cost and Value

The total project cost is \$12,127. This group is requesting \$9,067 from the grant with a match of \$3,060. This proposed match equals/exceeds the 25% match requirement.

This project could help expand the use of compost in the community and keep more food waste out of the out of the landfills. This will expand the environmentalism in the town of Castine.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Town of Fryeburg has a small transfer station that supports a year-round population of approximately 3,300 residents.*
- *The Town manager (Katie Haley) has a keen interest in making Fryeburg more resilient by increasing food scrap recovery efforts.*

2. Subcontractors

- *None noted.*

3. Organizational Chart

- *Provided.*

4. All other pertinent submissions

- *Provided.*

II. Proposed Services

1. Services to be Provided

- *The Town proposes increasing organics and materials recycling, by expanding composting opportunities at the transfer station.*
- *To accomplish this effort, the Town proposes to buy a 10ft Top Grizzly Screener to help make the current compost produced finer and more attractive to residents.*
- *Next, the Town proposes to purchase a 10' by 16' shed to promote reuse, provide a display for bagged compost sales, and finally provide a hub for display of educational materials related to recycling, composting and other sustainable practices.*

2. Implementation – Work Plan

- *The plan as proposed is workable and should be easily accomplished in the allotted timeframe.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: 10/03/2025

EVALUATOR NAME:

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

III. Project Cost and Value

- *The total project cost is \$21,300.00 and the applicants have requested \$15,000.00. Their proposed match is \$6,300.00 (30%).*
- *The Department finds the project as proposed is a great deal for the investment, especially given the potential for significant removal of food scraps from the waste stream in an underserved portion of the state.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The Town of Fryeburg (“the applicant”) is a rural municipality that operates a transfer station with an ongoing composting operation.
- The applicant was previously awarded funding from a Community Action Grant to establish a composting pilot program at the transfer station and enroll the Public Works Director in the Maine Compost School.

2. Subcontractors

- N/A

3. Organizational Chart

- Provided – the proposed project will be administered by the Town Manager, with oversight and coordination provided by the Public Works Director, who is also a Maine Compost School Graduate and Certified Transfer Station Operator.

II. Proposed Services

1. Services to be Provided

- The applicant proposes to purchase a compost screen to enhance the quality and usability of finished compost and a storage shed to serve as a combined swap shop and storage for bagged finished compost for sale.
- The current composting operation, although successful, reportedly is producing a high enough quality product, so the screen should provide a better finished product. The screen would improve the efforts in the initial composting pilot program.

2. Implementation – Work Plan

- Provided – the work plan is adequate and should be accomplished within the proposed timeline.
- The work plan discusses Operations Manual updates, but the applicant should contact their DEP SMMU project manager to verify whether a license modification is required.

III. Project Cost and Value

1. Project Cost

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The applicant has requested \$15,000.00 of the total project cost of \$21,300.00, matching 30% of the total cost.

2. *Value*

- The applicant estimates 600 tons of compostable materials being diverted annually if they can capture all compostable materials, with a high estimate of \$45,000.00 saved annually.
- Although the proposed diversion rates and savings seem ambitious, the proposed use of WDG funding does create a potential for diversion from disposal and reuse or repurposing of waste items in a region of the State that does not have a variety of options of waste disposal or composting.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: 9/22/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The town of Fryeburg has never received a grant from the program before.
- The town of Fryeburg wants Expand Compost Capabilities to include food scraps.
- Katie Haley, the town manager, has 16 years' experience in the town of Fryeburg. She has worked with the day-to-day operations of the town and has many notable certifications.
- Lester France the public works director has many certifications including being a graduate of the Compost school.

2. Subcontractors

- N/A

3. Organizational Chart

3. Organizational Chart: Please see the project specific organizational chart below:

Select Board: The Select Board is tasked with accepting the grant funds.



Town Manager: The Town Manager is tasked with grant/project administration including the bidding and purchasing of the proposed equipment.



Public Works Director: The Public Works Director is tasked with oversight and coordination of the installation/delivery of the proposed equipment.

The Town Manager and Public Works Director will work together to establish the public outreach and educational component of this project.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: Town of Fryeburg

DATE: 9/22/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

II. Proposed Services

1. Services to be Provided

- Town of Fryeburg wants to increase organic recycling, promote waste reduction and material recycling, and expand their composting capabilities at the Fryeburg TS.
- They will use a 10 ft Top Grizzly Screener to enhance the quality of the compost produced.
- They will also purchase a shed to be used as a “reuse store” for usable items to be dropped off, sell compost, and host educational material.

2. Implementation – Work Plan

Work Plan:

- January/February - Bidding and procurement for screen and shed (Town Manager)
- March – Prepare educational materials, establish rules for use of store, public outreach about compost being available and the store. (Public Works Director)
- March/April - Purchase equipment and put in service (Town Manager/Public Works Director)
- April - Screen existing compost for springtime use (Public Works Director)
- May - Continued and ongoing outreach (Town Manager)

III. Project Cost and Value

The total project cost is \$21,300. This group is requesting \$15,000 from the grant with a match of \$6,300. This proposed match equals/exceeds the 25% match requirement.

This project could help expand the use of compost in the community and keep more food waste out of the out of the landfills. This could also save in fees since less waste will have to be disposed of in the landfills. The community has already expressed a desire for more educational material and more ways to be environmentally friendly.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine System acting as University of Maine

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The **Senator George J. Mitchell Center for Sustainability Solutions** at the University of Maine is a leader in launching and supporting partnerships in which interdisciplinary teams of students and faculty from universities and colleges throughout the state collaborate with diverse stakeholders to tackle and help find solutions to a wide range of urgent sustainability challenges that directly benefit Maine and other regions.
- *The Mitchell Center has long-work alongside state agencies as an educational collaborative partner.*

2. Subcontractors

- *None noted.*

3. Organizational Chart

- *Provided.*

4. All other pertinent submissions

- *Provided.*

II. Proposed Services

1. Services to be Provided

- *The Mitchell Center proposes to create an educational toolkit that will include:*
- A “**theme**” directly targeting a **Maine audience** (examples: *Love Food/Hate Waste; Think Eat Save; I Value Food; Save The Food; Food: Too Good To Waste*).
- B. Consistent, proven, and compelling education information:
 - 1) provide basic food waste data (acknowledge the problem).
 - 2) identify what consumers/communities can do to solve the problem (change the behavior).

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine System acting as University of Maine

DATE: 10/03/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

3) present tangible reinforcement/benefits for changing behavior (change how you feel about the behavior)

4) share successes to create larger statewide momentum

- C. The **most effective communication “tools”**: ads, postcards, brochures, magnets, website/Facebook page, Instagram, blogs, community events
- D. **Key target audience definition** and a **targeted media plan** to build maximum education awareness
- E. An annual **Maine Food Rescue Hero Awards** (similar to EPA Food Recovery Challenge Awards) opportunity to encourage, recognize and reward the outstanding efforts of Maine people and Maine organizations to end food waste in Maine.
- F. Efforts will be accomplished by the following methods:
 - Organize Municipal/Community FLW Leadership Group
 - Research municipal FLW education studies and best practices
 - Work with DEP to develop FLW education facts, terminology, and guidelines, etc. for statewide usage
 - Create user-friendly municipal FLW education resources and Toolkit for statewide distribution
 - Distribute the Toolkit through statewide channels
 - Provide municipal assistance to support Toolkit implementation to communities
 - Promote and publicize municipal FLW education for statewide adoption.

III. Project Cost and Value

- *The total project cost is \$30,645.00 and the applicants have requested \$15,000.00. Their proposed match is \$15,645.00 (51%).*
- *The Department finds the project as proposed is a great deal for the investment, especially given the fact that it will service the whole state.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The University of Maine (“the applicant”) is an accredited higher education facility. The Applicant has a strong history with waste management and reduction research, policy, and implementation. The Materials Management Research Group at the Mitchell Center for Sustainability Solution has worked with several State of Maine government agencies to provide data for supporting policymaking on sustainable materials management practices and priorities and food waste reduction.

2. Subcontractors

- N/A

3. Organizational Chart

- Provided – the proposed project will be administered by the Mitchell Center.

II. Proposed Services

1. Services to be Provided

- The applicant proposes to use WDG funding to provide a consistent and comprehensive Maine Community Food Loss & Waste (FLW) Education Toolkit to support FLW prevention and diversion efforts. Municipalities have contacted the Mitchell Center for guidance on reducing FLW. This program would be done in cooperation with the DEP to develop education facts, terminology, and guidelines for statewide usage.
- WDG funds would be used to purchase items for workshops (customized pop-up tent and tablecloth, two t-shirts, two standing signs, and educational reference materials), pay for in-state travel of workshop personnel, and undergraduate students’ and project assistants’ time.

2. Implementation – Work Plan

- The applicant’s work plan is well-organized, highly detailed, comprehensive, and creates a framework for continued implementation after the WDG funding timelines.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine

DATE: October 29, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The proposed project is a statewide, community-focused project, and the work plan provides adequate time for creating the educational materials, distributing materials, and working with the interested communities.

III. Project Cost and Value

1. Project Cost

- The applicant has requested \$15,000.00 of the total project cost of \$30,645.00, matching 51% of the total cost.

2. Value

- The existing educational materials for FLW are reported to be unclear, inconsistent, and contradictory. Revising and issuing clearer FLW guidance is an urgent matter given the State's goal of 50% food waste reduction by 2030.
- Although the applicant has been awarded WDG funding several times, the applicant has continued to make the most of the funding received in developing diversion programs and educational materials, especially as the proposed project is a statewide program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The University of Maine’s Mitchell Center brings together teams of individual from different fields to take on challenges across sustainability problems.
- In Fall 2019, the Mitchell Center provided a small research grant to an interdisciplinary team of researchers seeking triple bottom line solutions to end food waste in Maine.
- The team released its final report, “Solutions for Food Waste Management for the State of Maine – A Triple Bottom Line Approach” in Spring 2020.
- It identifies six key food waste solutions aligned with the DEP food recovery hierarchy
- This group through researched and developed a Maine food waste campaign theme, “Food Rescue MAINE”

2. Subcontractors

- NA

3. Organizational Chart

Provided in the application

4. Litigations

Provided in the application

II. Proposed Services

1. Services to be Provided

- The Mitchell Center proposal seeks to provide a consistent and comprehensive Maine Community Food Loss & Waste Education Toolkit as requested by Maine municipalities to support their FLW prevention and diversion efforts.
- Organize Municipal/ Community Food Loss and Waste (FLW) Leadership Working Group.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: University of Maine

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Review municipal FLW education best practices.
- Develop simple DEP-approved, FLW terminology and guidelines for consistent statewide education.
- Create high-impact FLW education resources for municipalities that are user friendly.
- Distribute the Toolkit through statewide channels.
- Provide technical assistance to municipalities to implement the Toolkit in their communities.
- Promote and publicize the municipal FLW education resources for statewide adoption.

2. Implementation – Work Plan

- Nov26- Apr 26 Develop Municipal Food Loss & Waste (FLW) Education Resources and Toolkit
- May 26-Oct 26 Distribute Municipal FLW Education Resources Toolkit
- Nov 26-Apr 27 Provide Municipal assistance for statewide implementation of FLW Education Toolkit in communities.
- May 27-Oct 27 Promote and publicize for consistent, statewide Municipal FLW Education

III. Project Cost and Value

The total project cost is \$30,645. This group is requesting \$15,000 from the grant with a match of \$15,645. This proposed match equals/exceeds the 25% match requirement.

I believe this program would be beneficial to municipalities who wish to be in the FLW program. This program would help to reduce food waste from several communities. Food waste is the largest portion of Maine's waste stream at nearly 30%. So, I believe this program could help to bring down this percentage. My only concern is the University of Maine has received many grants from the DEP in the past and this program seems to be an extension of another current program. If additional funds are available, I believe they could still be granted the funds requested.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: 9/25/2025

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The City has a very strong sustainability program and has been seen as a leader for the state of Maine*
- *The City has adopted a “One Climate Future (OCF) Plan”, a joint climate action plan with the City of Portland, in the hopes of reducing greenhouse gas emissions a total of 80% by 2050.*
- *The City has been awarded numerous times by the WDG program and continues to leverage grant funds to help recover wasted food and divert it to higher and better uses.*

2. Subcontractors

- *None noted.*

3. Organizational Chart

- *Provided.*

4. All other pertinent submissions

- *Provided.*

II. Proposed Services

1. Services to be Provided

- *The City of South Portland proposes the development and distribution of new education and outreach materials for the City’s wasted food collection program, which has recently switched to a local food scrap collection and compost organization, instead of sending it through ecomaine to be anaerobically digested in Exeter.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: 9/25/2025

EVALUATOR NAME:

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *The applicants believe the new messaging will improve the existing program while, simultaneously, extending its reach a larger portion of the greater metropolitan area.*
- *The proposed educational messaging will include:*
 1. *New Signage,*
 2. *Mailers,*
 3. *Digital Outreach, and*
 4. *Interactive Displays and Giveaways.*
- *The applicants have shown time and time again that they have the wherewithal to make any project they take on a success and this project should prove to be no exception.*

2. Implementation – Work Plan

- *The plan as proposed is workable and should be easily accomplish in the allotted timeframe.*

III. Project Cost and Value

- *The total project cost is \$14,006.88 and the applicants have requested \$10,300.00. Their proposed match is \$3,706,88 (26%).*
- *Given the applicants track record with previous WDGs, this proposal seems like a great value for the State's investment.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: October 28, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The City of South Portland (“the applicant”) is a
- The applicant has set forth goals in its joint climate action and adaptation plan with the City of Portland, One Climate Future (OCF), focusing on buildings and energy, transportation and land use, climate resilience, and waste reduction.

2. Subcontractors

- N/A – Garbage to Garden will be the new food waste hauling and composting contractor, but their services are not included in the proposed scope of work.

3. Organizational Chart

- Provided – the project will be overseen by the City of South Portland’s Sustainability Office. Educational materials will be provided by Garbage to Garden and the University of Maine’s Mitchell Center.

II. Proposed Services

1. Services to be Provided

- The applicant will switch from ecomaine and Agri-Cycle for residential food waste collection to Garbage to Garden.
- The applicant proposes to use funding from the WDG to purchase and distribute new signage for the five municipal compost drop-off sites and 12,000 postcard mailers to advertise the change in service.
- The applicant will also perform digital outreach through the City’s websites, social media, and newsletters, and organize interactive and educational demonstrations and displays at municipal buildings and facilities.

2. Implementation – Work Plan

- The applicant’s work plan is adequate and should be able to be accomplished in the proposed timeline.

III. Project Cost and Value

1. Project Cost

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: October 28, 2025

EVALUATOR NAME: Derek DeCastro

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The applicant has requested \$10,300.00 of the total cost of \$14,006.88, matching 26%.

2. *Value*

- The value for the amount of WDG funding requested is significant. The applicant has successfully constructed an efficient food waste collection and composting program and implemented prior WDG funds. However, the applicant has received several WDG awards in the past, and the project does not appear to lead to an increase in food waste diversion.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The City of South Portland has a proven track record of successfully leveraging DEP Solid Waste Diversion Grant funding to help establish and improve the City's food waste recycling program.
- In 2019, DEP funding was used to implement food waste recycling drop-off program at five locations throughout the City with Garbage to Garden and Ecomaine.
- In 2020, the City of South Portland adopted One Climate Future (OCF), a joint climate action and adaptation plan with the City of Portland, which sets ambitious goals to reduce greenhouse gas emissions 80% by 2050 and build the resilience of our neighborhoods, infrastructure, and ecosystems to prepare for the impacts of climate change.

2. Subcontractors

- NA

3. Organizational Chart

Provided in the application.

II. Proposed Services

1. Services to be Provided

- This application proposes the development and distribution of new education and outreach materials for the City's food scrap collection program.
- A key aspect of the City's municipal food waste collection program is that it is free and accessible to all residents.
- The goal of this project is to improve the existing food waste program and extend its reach to a larger portion of South Portland residents through updated messaging, comprehensive education and outreach events, and consistent signage and materials.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- This education material will include:
 1. New signage at each of the 5 municipal compost drop-off sites.
 2. Postcard mailers will be distributed to each of the approximately 12,000 households in the City of South Portland.
 3. This group will design and implement a digital outreach campaign.
 4. Interactive displays and giveaways will be organized at several City buildings and facilities, paired with giveaways of counter-top compost bins, to engage residents in the composting program.

- 2. Implementation – Work Plan
 - November 2025 - January 2026 South Portland staff will work with Garbage to Garden and UMaine Mitchell Center staff to design outreach materials.
 - November 2025 - April 2026 Sustainability Office staff will work with Garbage to Garden to plan roll out of the transition from processing at ecomaine/Agricycle to processing at GtG/local farm.
 - April 2026 Sustainability Office staff will work with Public Works staff to install new signs at the City's five food waste drop off sites along with a trash barrel for people to dispose of any plastic bags.
 - April 2026 South Portland staff will launch a digital outreach campaign (updated website information, social media, City newsletter, etc.)
 - April 2026 South Portland staff will work with Minuteman Press for printing and mailing the postcard to all South Portland residents using EDDM service.
 - May - September 2026 the Sustainability Office will set up tabling events at City locations (ex. City Hall, Public Library, Community Center) to answer questions, engage interested residents directly, and share educational materials with the public in an accessible way.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Special Fall Bonus Round

BIDDER NAME: City of South Portland

DATE: 9/24/2025

EVALUATOR NAME: Courtney Hafner

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

III. Project Cost and Value

The total project cost is \$14,006.88. This group is requesting \$10,300 from the grant with a match of \$3,706.88. This proposed match equals/exceeds the 25% match requirement.

I believe this program could assist in expanding the composting efforts in South Portland. My only concern is that this seems to be expanding the current program and not starting a new one. I also question whether the amount being asked is excessive. If additional funds are available, I believe they could still be granted the funds requested.



**STATE OF MAINE
DEPARTMENT OF Environmental
Protection**

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508114**

RFP TITLE: 2025 Waste Diversion Grant Program, Combined Rounds I and II

I, Mark King, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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.

Mark King

Signature

10/08/2025

Date



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Combined Rounds I and II

I, Derek DeCastro, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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.

October 28, 2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202508114

RFP TITLE: 2025 Waste Diversion Grant Program, Combined Rounds I and II

I, Courtney Hafner, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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.

Courtney Hafner

Signature

09/25/2025

Date