

State of Maine
Master Score Sheet

RFP# 202505066				
Maine School Winter Wellness Summit Venue				
Bidder Name:		Cross Insurance Center	Samoset Resort	SNVA, LLC
Proposed Cost:		\$48,266.50	\$47,185.00	\$181,556.28
Scoring Sections	Points Available			
Section I: Preliminary Information	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	35	12	16	12
Section III: Proposed Services	40	10	17	12
Section IV: Cost Proposal	25	24.44*	25	6.50
TOTAL	<u>100</u>	<u>46.44</u>	<u>58</u>	<u>30.50</u>

Award Justification Statement
RFP# 202505066 Winter Wellness Summit Venue

I. Summary:

The Maine Department of Education sought a vendor to provide a venue and services for the annual Winter Wellness Summit. The two-day professional learning event needs to take place between January and March at a venue that is centrally located in Maine, preferably along the coast. The venue needs to allow for setting up the day before the event starts and provide space for the planning committee and materials. To meet the wellness and health-promoting goals of the event, the venue needs to have a meeting space that will accommodate at least 300 attendees comfortably with round tables for presentations, conversations, and movement; at least eight indoor and plenty of outdoor spaces for a variety of active sessions and wellness activities including a spacious fitness center and indoor pool; quality, healthy food options that will accommodate special dietary needs within the State GSA per diem rate; reliable internet and technology services with live support; lodging for staff, presenters, and overnight attendees, at least 150 rooms; plenty of complimentary parking; and staff available to work with the Department staff throughout the planning, set-up, and event. The success of this event hinges on a venue that offers all these features, along with a comfortable, inviting, and relaxing atmosphere and staff that make attendees feel welcomed and valued.

II. Evaluation Process:

The evaluation team was made up of members of the Winter Wellness Summit planning committee that represent various organizations and areas of expertise and two people well versed in the financial perspective. Each member of the team read and reviewed each proposal and took individual notes prior to the full team meeting. The whole team then convened and used a consensus approach to evaluate and assign scores to each proposal separately. The cost proposals were scored based solely on the formula found in the RFP guidance (lowest submitted cost proposal/ cost of proposal being scored) x (total cost points available) = pro-rated score.

III. Qualifications & Experience:

The awarded bidder is/has:

- In the preferred geographical region on the coast of central Maine
- Indicates they can meet the Scope of Services to be Provided outlined in the RFP
- Experience successfully hosting this event in recent years, as well as other similar-sized events, and events for other education and health promotion audiences
- Plenty of space in the ballroom with round tables
- Plenty of complimentary on-site parking
- Ability to provide requested on-site lodging for required staff at the GSA per diem rate and lodging for attendees; and reservation staff to manage this need

Award Justification Statement
RFP# 202505066 Winter Wellness Summit Venue

- Confirmed availability of event dates for 2026 and future events within the requested timeframe
- Contact people and positions included

IV. Proposed Services

The awarded bidder has:

- A preliminary event schedule that indicates they're able to accommodate the Wednesday evening set-up, early morning registrations and sessions, and meals
- Ample indoor and outdoor spaces for sessions and activities and all in close proximity to each other to allow for timely transitions for attendees
- A spacious on-site fitness center with pool
- Welcoming, comfortable, and relaxing spaces for attendees to be able to collaborate and connect
- Lodging available for required staff at the GSA rate per the RFP and attendee rooms will be at same rate as the 2025 Summit and able to extend to weekend stay for at the event rate
- Past experiences demonstrate the ability to provide quality, healthy food options and the proposal states they will meet GSA per diem rates.
- A/V services are exceptional and reliable.

V. Cost Proposal

The awarded bidder, Samoset Resort, proposal cost is \$47,185.

VI. Conclusion

Samoset Resort was selected due to its ability to meet the needs of the Winter Wellness Summit venue at the lowest proposal cost. The venue and the services of the Samoset Resort most closely meet the requirements of the Scope of Services to be Provided found in section III of the RFP. This is based on the proposal and successful experience in providing the venue and services for this event. Key elements include the location, ample indoor and outdoor spaces to accommodate the program (including fitness center and pool), healthy food options, accommodations at needed rates, and ample complimentary parking.



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

July 2, 2025

Cross Insurance Center
515 Main St.
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFP # 202505066,
Maine School Winter Wellness Summit Venue

Dear Ashley Reynolds:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for the Maine School Winter Wellness Summit Venue. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Samoset Resort

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

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

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

Sincerely,
DocuSigned by:

A handwritten signature in black ink, appearing to read "Susan Berry".
D10715324FEC4F6...

Susan Berry
Health Education and Health Promotion Specialist

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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

July 2, 2025

Samoset Resort
220 Warrenton St.
Rockport, ME 04856

SUBJECT: Notice of Conditional Contract Award under RFP # 202505066,
Maine School Winter Wellness Summit Venue

Dear Catherine Smith:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for the Maine School Winter Wellness Summit Venue. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Samoset Resort

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Susan Berry

Health Education and Health Promotion Specialist

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**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

July 2, 2025

SNVA LLC
2 Industrial Park Drive, Unit 2E
Waldorf, MD 20602

SUBJECT: Notice of Conditional Contract Award under RFP # 202505066,
Maine School Winter Wellness Summit Venue

Dear Shubham Jain:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for the Maine School Winter Wellness Summit Venue. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Samoset Resort

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

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CS10715324F04F6
Susan Berry

Health Education and Health Promotion Specialist

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Cross Insurance Center

DATE: June 12, 2025

SUMMARY PAGE

Department Name: Education

Name of RFP Coordinator: Susan Berry

Names of Evaluators: Susan Berry, Michael Booth, Angie Buker, Dawn Gordan Littlefield, Carolyn Gross and Katie Keenan

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	12
Section III. Proposed Services	40	10
Section IV. Cost Proposal	25	24.44
<u>Total Points</u>	<u>100</u>	<u>46.44</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Cross Insurance Center

DATE: June 12, 2025

OVERVIEW OF SECTION I

Preliminary Information

Note: Baseline Method for scoring, using half of the total points allowed as baseline.

Section I. Preliminary Information

Evaluation Team Comments:

A. Proposal Cover Page (Appendix A)

- N/A

B. Responsible Bidder Certification (Appendix B)

- N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Cross Insurance Center

DATE: June 12, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	12

Evaluation Team Comments:

I. Overview of the Organization

Bidder...

- description indicates the facility has plenty of indoor session spaces.
- has a very large space that is spread-out.
- does not have fitness facilities on-site; traveling would not work with schedule.
- states that outdoor spaces are “nearby”, unclear what that means.
- submitted 3 reference projects,
 - Two were significantly larger conferences, not meeting the intimate, relaxed, and connected feeling.
 - One did not give numbers but indicate it was smaller in size.
- Some evaluators, based on previous experiences with the venue, felt it does not give a warm, comforting, relaxing feeling of wellness.
- It also does not have dedicated outdoor spaces available for sessions.

II. Subcontractors

Bidder does not list any subcontractors.

III. Organizational Chart

Bidder provided an outline of event staff including sales manager and catering manager.

IV. Litigation

Bidder does not include any reference to litigation.

V. Licensure/Certification

Bidder did not include any licensure/certifications.

If awarded the bid the bidder would need to provide licensure/certification.

VI. Certificate of Insurances

Bidder included a certificate of insurance valid through March of 2026.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Cross Insurance Center

DATE: June 12, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	10

Evaluation Team Comments:

1. Services to be Provided

Venue is centrally located, however, evaluators noted the preferred location was to be more coastal.

Bidder...

- can provide event space.
- meets the requirements for
 - A/V equipment and support and Wi-Fi
 - catering onsite and
 - ample parking.

Bidder...

- does not meet requirements for lodging and required amenities:
 - no fitness facilities
 - no pool onsite
 - no lodging included
 - the name of a nearby hotel was provided that they said we could possibly contract with separately.
- does not have outdoor spaces for holding wellness activity sessions.
- does not address opportunities for early or late in the day sessions.
- does not address availability for Wednesday set-up.
- did not confirm the Summit could be held the January-March timeframe.

2. Implementation – Work Plan

Bidder...

- will assign an event manager if awarded the bid.
- did not provide a work plan.

If awarded the bid, we would need a detailed work plan that addresses all aspects of the scope of services.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Cross Insurance Center

DATE: June 12, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
47,185.00	,	48,266.50	x	25 points	=	24.44

Score determined by formula, not cost consensus.

Note: The Bangor Cross Center budget does not include lodging. If it did, their budget would be higher. Does not reflect the full scope of requirements.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

SUMMARY PAGE

Department Name: Education

Name of RFP Coordinator: Susan Berry

Names of Evaluators: Susan Berry, Michael Booth, Angie Buker, Dawn Gordan Littlefield, Carolyn Gross and Katie Keenan

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	16
Section III. Proposed Services	40	17
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>58</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Note: Baseline Method for scoring, using half of the total points allowed as baseline.

Section I. Preliminary Information

Evaluation Team Comments:

A. Proposal Cover Page (Appendix A)

- N/A

B. Responsible Bidder Certification (Appendix B)

- N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	16

Evaluation Team Comments:

I. Overview of the Organization

Bidder...

- states they have experience in and ability to meet what the RFP is asking for in the scope of services section.
- has experience with this particular event (hosted past four Summits).
- has hosted other education events within the same size range.
- has plenty of space in the ballroom for round tables.
- location is centrally located and coastal, preferred location.
- included some details in the overview of what they have to offer:
 - Lodging space (guest rates same as 2025, can meet GSA rate for 18 required rooms)
 - Event spaces (ballroom, breakout spaces for sessions & wellness activities)
 - Dates of availability for Summit 2026 (January 28 – 30)
 - Parking (complimentary)
 - A/V onsite
 - Wednesday set-up time

All evaluators have favorable experiences with this facility with other events.

Bidder's proposal lacks details regarding the organization's experiences and qualifications.

II. Subcontractors

Headlight Audio/Video – onsite, contact person is included

III. Organizational Chart

Bidder provided a version of an organizational chart that is embedded in the overview and identified points of contact and their roles (ex. Event details, Reservations/lodging).

If awarded, bidder will need to negotiate a detailed organizational chart.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

IV. Litigation

Bidder does not include any reference to litigation.

V. Licensure/Certification

Bidder did not include any licensure/certifications.

If awarded the bid the bidder would need to provide licensure/certification.

VI. Certificate of Insurances

Bidder did not include a certificate of insurances.

If awarded the bid the bidder would need to provide a certificate of insurances.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	17

Evaluation Team Comments:

1. Services to be Provided

Bidder...

- reference statements indicated they could meet the services outlined in the RFP.
- provided floor plan/layout. Layout showed close proximity of event rooms, pool, and fitness center.
- provided pictures that depicted welcoming, relaxing spaces for collaboration and making connections.
- facilities include:
 - space to accommodate 200-300 attendees
 - pool
 - fitness center
 - indoor and outdoor spaces for activities.
- states the room blocks are available and includes:
 - required staff will be at the GSA rate per the RFP
 - attendees rooms will be at same rate as the 2025 Summit
 - room rates being extended through the weekend

Evaluators...

- understood that services included in appendix C, are available via pictures provided and the notations, but not clearly detailed and described.
- have previous experience with the bidder's venue and they indicated they are flexible during conference to adjust room spaces, making rooms larger or smaller.
- stated that the venue has a resort feel:
 - spa services available
 - spaces for social gatherings
 - comfortable common spaces

Bidder submission lacked a detailed explanation of how they would meet the required scope of services.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

2. Implementation – Work Plan

Bidder...

provided preliminary event schedule showing what will be provided in spaces and the times. It included:

- registration space
- early and late access to spaces
- storage space

All evaluators have experience with this bidder's venue that includes:

- has met or exceeded expectations and are very accommodating for meetings/conferences such as Maine Association for Health, Physical Education, Recreation, and Dance (MAHPERD) Conference, Winter Wellness Summits, Tobacco Treatment Trainings, Comprehensive Sexuality Conference, Maine School Safety and Transportation Conference, Human Resources Convention.
- onsite staff being responsive during planning and implementation process.
- A/V services are exceptional and reliable.
- consistently provided healthy food options within the GSA allowance including being able to meet attendee special dietary needs.
- full use of fitness center and activity spaces inside and outside.
- allowed for late check out of attendees and staff to accommodate program agendas.

Bidder lacked clear work plan.

If awarded the bid the bidder would need to provide a detailed work plan that addresses all aspects of the scope of services.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: Samoset Resort

DATE: June 12, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
47,185.00	,	47,185.00	x	25 points	=	25

Score determined by formula, not cost consensus.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

SUMMARY PAGE

Department Name: Education

Name of RFP Coordinator: Susan Berry

Names of Evaluators: Susan Berry, Michael Booth, Angie Buker, Dawn Gordan Littlefield, Carolyn Gross and Katie Keenan

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	12
Section III. Proposed Services	40	12
Section IV. Cost Proposal	25	6.50
<u>Total Points</u>	<u>100</u>	<u>30.50</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Note: Baseline Method for scoring, using half of the total points allowed as baseline.

Section I. Preliminary Information

Evaluation Team Comments:

- A. Proposal Cover Page (Appendix A)
 - N/A
- B. Responsible Bidder Certification (Appendix B)
 - N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	12

Evaluation Team Comments:

I. Overview of the Organization

Bidder...

- has experience with large conferences worldwide.
- is a global company, not headquartered in Maine.
- is an organization that presents itself as a travel and hospitality business.
- would secure and work with a venue.
- director and point of contact have the same phone number and email address but not the same person.
- shared two project examples that were out of state organizations; not clear if the events were held in Maine or outside of Maine.
- project examples do not align to the Summit being planned.

II. Subcontractors

Bidder...

- clearly stated that they do not subcontract.
- states, if subcontracting is needed they would notify the client first.
- appears to be a third-party solicitor of services vs a venue.
- Bidder stated they do not subcontract but according to their proposal, they plan to contract with the Westin Hotel in Portland. This is a contradiction.

III. Organizational Chart

Bidder...

- included an organizational chart.
- experience is mainly entrepreneur and technology expertise related, no clear event coordination and management experience (from biographies).
- description of the organization indicates this is a collaboration with hotel management business versus the boots on the ground people.

IV. Litigation

Bidder does not include any reference to litigation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

V. Licensure/Certification

Bidder included certifications:

- Travel agency related
- Outside of Maine, based in Delaware and Maryland

VI. Certificate of Insurances

Bidder included a certificate of insurance in Maryland.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	12

Evaluation Team Comments:

1. Services to be Provided

Bidder...

- is contracting with a venue that they will provide for us to use.
- had many details aligned to the scope of services provided.
- did not make it clear as to whether there is a pool onsite.
- proposed venue's fitness center is a small room with a few pieces of equipment, not an adequate space for sessions.
- proposed venue is located in the southern portion of the State, not the preferred RFP location of central, coastal Maine.
- proposed venue does not have space for outdoor fitness/wellness.
- will take lodging list and hand to hotel; however, the guests are to make direct contact with the hotel for lodging per the RFP.
- stated provisions would be made to allow registered attendees to extend stay at conference rates.
- states they will provide catering at GSA rate.
- states they can accommodate food/cooking demonstrations.

Some evaluators' experience with the proposed venue is that many of the indoor meeting spaces have no windows and have low ceilings, which would be a problem for active fitness sessions.

2. Implementation – Work Plan

Bidder...

- states this is a customizable space.
- provides a delivery and approach outline.
- provides standard infographics however they lack the details and timeline for the Summit.
- references VAN/VANS but does not explain what it is (within the infographic)
- does not confirm availability of venue for Summit for January – March.

if awarded the bid the bidder would need to provide a detailed work plan that addresses all aspects of the scope of services.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER: SNVA LLC

DATE: June 12, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
47,185.00	,	181,556.28	x	25 points	=	6.50

Score determined by formula, not cost consensus.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Completed
 -
 2. Responsible Bidder Certification (Appendix B)
 - Signed indicating agreement
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - The facility has adequate space for the general session and breakout sessions, however, the activity/fitness spaces are offsite which would mean they could not be used for sessions or activities within the program agenda.
 1. *II.B. 9 in RFP (page 8) Do not have space and facilities to accommodate a variety of indoor and outdoor wellness activities including a fitness center and pool. Activities include but are not limited to outdoor winter activities like cross-country skiing, snowshoeing, and walking paths and indoor activities like water aerobics, fitness classes, meditation space, and dance.*
 - A/V is onsite and newly revamped
 - Kitchen onsite with chef
 2. Subcontractors
 - None
 -
 3. Organizational Chart
 - A version of an organizational chart, only event staff included
 -
 4. Litigation
 - None indicated
 5. Licensure/Certification
 - None indicated
 -
 6. Certificate of Insurance
 - Certificate of Liability Insurance included
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

III. Proposed Services

1. Services to be Provided

- Dates are not confirmed, states "Dates will be discussed if awarded the bid, and sales and catering manager will assist client with that".
- Event manager to be assigned to our event
- A/V available onsite including recording services
- No outdoor facilities offered on property, "The venue is nearby to facilities that could provide outdoor winter activities." The agenda does not allow time to travel to places offsite.
- Catering available onsite
- The venue does not have lodging onsite, but offers contact info for location next door to be negotiated separately by Maine DOE.
- Ample parking
-

2. Implementation – Work Plan

- Does not include lodging or spaces for indoor and outdoor fitness/wellness activities
- Does not address the environment, however I have been there and it is comfortable and rooms are expansive
- Nothing mentioned about early morning and evening events..
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Completed and signed
 -
 -
 2. Responsible Bidder Certification (Appendix B)
 - Completed and signed
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Brief history provided
 - Grand ballroom and room descriptions
 - Three projects submitted: Olymipa Snowe leadership, Autism Society and Skills USA
 2. Subcontractors
 - None
 -
 -
 3. Organizational Chart
 - Submitted
 - Sales and catering manager, General Manager, Event Manager, Finance Director
 -
 4. Litigation
 - None
 -
 -
 5. Licensure/Certification
 - None
 -
 -
 6. Certificate of Insurance
 - Provided, 1,000,000
 -
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

III. Proposed Services

1. Services to be Provided

- General session room up to 300
- 8 breakout rooms
- No outdoor space for activities, pool, fitness or vendor space

2. Implementation – Work Plan

- None
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/25

EVALUATOR NAME: Angie Buker

EVALUATOR DEPARTMENT: Department of Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Input text is red - ? attention to detail?
 - Question: Who is Oak View Group (email tags)
 -
 2. Responsible Bidder Certification (Appendix B)
 - Included
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Plenty of meeting space, including room for exhibitors. – Too large? Previous events had 700-900 attendees.
 - Premier catering services.
 - No onsite activity/fitness areas.
 2. Subcontractors
 - None
 -
 -
 3. Organizational Chart
 - Included
 - Sales & Catering Manager – creates contract, outlines deposit schedule, creates event menu
 - Event Manager – Handles all details (timeline, setup) and is a liaison between the internal departments and the client
 - General Manger – sign the contract
 - Finance Director – handles invoicing
 4. Litigation
 - None included
 -
 -
 5. Licensure/Certification
 - None included
 -
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/25

EVALUATOR NAME: Angie Buker

EVALUATOR DEPARTMENT: Department of Education

6. Certificate of Insurance
 - Included
 - Valid through the event.
 -
- III. Proposed Services
 1. Services to be Provided
 - Positive: venue with ample and flexible space, catering, audio/visual with recording, wifi, communication as needed by the client, ample parking.
 - Negative: Lodging onsite is not available. Offsite/nearby independent lodging facility.
 - Missing: No mention of early/late availability for sessions or Wednesday evening setup.
 2. Implementation – Work Plan
 - None Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 06.11.2025

EVALUATOR NAME: Dawn L Gordon

EVALUATOR DEPARTMENT: Maine CDC

Individual Evaluator Comments:

- I. Preliminary Information
 - 1. Proposal Cover Page (Appendix A)
 - Met
 -
 -
 - 2. Responsible Bidder Certification (Appendix B)
 - Met
 -
 -
- II. Organization Qualifications and Experience
 - 1. Overview of Organization (Appendix C)
 - Met
 - N- no on site activity or fitness center
 -
 - 2. Subcontractors
 - None noted or identified
 -
 -
 - 3. Organizational Chart
 - Met-for the event
 -
 -
 - 4. Litigation
 - None noted either way
 -
 -
 - 5. Licensure/Certification
 - Unclear
 -
 -
 - 6. Certificate of Insurance
 - Met
 -
 -
- III. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 06.11.2025

EVALUATOR NAME: Dawn L Gordon

EVALUATOR DEPARTMENT: Maine CDC

1. Services to be Provided
 - N- cannot meet requirements for rooms or other required amenities
 -
 -
2. Implementation – Work Plan
 - None
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 - 1. Proposal Cover Page (Appendix A)
 - All areas covered
 -
 -
 - 2. Responsible Bidder Certification (Appendix B)
 - All areas covered
 -
 -
- II. Organization Qualifications and Experience
 - 1. Overview of Organization (Appendix C)
 - No fitness facility on-site
 -
 -
 - 2. Subcontractors
 - None listed
 - Lodging?
 -
 - 3. Organizational Chart
 - Included
 -
 -
 - 4. Litigation
 - None listed
 -
 -
 - 5. Licensure/Certification
 - Not attached
 -
 -
 - 6. Certificate of Insurance
 - Attached
 -
 -
- III. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

1. Services to be Provided
 - Outdoor spaces were described as “nearby”
 - Sales and catering manager
 - 8 breakout spaces, flexibility
 - AV on-site technicians
2. Implementation – Work Plan
 - Event manager will be assigned to project for planning meetings and execution of events.
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Complete
 - Filled out correctly
 -
 2. Responsible Bidder Certification (Appendix B)
 - Appears to meet the requirements
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Covention Center Space 25K sq. Feet
 - 10 Meeting Rooms and Grand Ballroom
 - No Lodging on site
 - Has experience holding large conferences
 2. Subcontractors
 - None listed
 -
 -
 3. Organizational Chart
 - There is an organizational chart included
 -
 -
 4. Litigation
 - Did not see
 -
 -
 5. Licensure/Certification
 - Did not see
 -
 -
 6. Certificate of Insurance
 - Included
 -
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Cross Insurance Center

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

III. Proposed Services

1. Services to be Provided

- Provide event space and lodging for a 2 day event, adequate for 300 attendees.
- AV Services seems adequate
- Catering Services
- We need Lodging on site and they don't have lodging available at venue.

2. Implementation – Work Plan

- Found in appendix D

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Completed
 - Located in the preferred area
 2. Responsible Bidder Certification (Appendix B)
 - Signed indicating agreement
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Description of services to be provided is outlined
 - Indicates they have held this event 4 times in the recent past
 - Has hosted other education events in same size range as Wellness
 -
 2. Subcontractors
 - Headlight AV is onsite and contact included
 -
 3. Organizational Chart
 - A version of an organization chart embedded in overview
 -
 4. Litigation
 - None indicated
 -
 5. Licensure/Certification
 - None included
 -
 6. Certificate of Insurance
 - Not found
 -
- III. Proposed Services
 1. Services to be Provided
 - Rooms available for required staff and attendees at same rate as 2025 Summit. Required
 - Parking included
 - Wifi included
 - Rates extended for weekend guests if they choose to stay

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

- Ample meeting space indoor and outdoor for general and breakout sessions and activity/fitness sessions to accommodate 200 – 300 attendees
- Indoor pool and fitness center
- Ultimate Backyard with four all-weather tennis courts, Basketball Court, Disc Golf and more as well as outdoor fire Pit Area
- Spa services available
- Preliminary event schedule included based on past years events
- Dates of event are available
- Map of room layouts included showing close proximity of meeting spaces and activity/fitness center and pool

•

2. Implementation – Work Plan

•

NOTE: This venue has been used for the past four Summits. They have made all meeting and common spaces available early morning and into the evening, provided healthy food options that accommodate all attendee dietary needs at the state per diem, A/V services to meet all our needs, full use of the fitness center and activity spaces outside, and use of the onsite restaurant for guests as needed

- Cost for up to 18 required staff at GSA rate
- Guest/attendee rooms are priced at the same rate as the 2025 Summit and will be at the expense of guests so not in the total costs

•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Completed and signed
 -
 -
 2. Responsible Bidder Certification (Appendix B)
 - Completed and signed
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Property has appropriate amount of guest space and accommodations to meet the requirements of the summit
 - Grand ballroom 300
 - 8 breakout rooms
 - Three projects submitted, Maine DOE Summit, Maine DOE Safety and Transportation, Maine Principals Association
 2. Subcontractors
 - Headlight Audio Video
 -
 -
 3. Organizational Chart
 - Staff provided
 - General Manager
 - Director of Operations
 - Controller, assistant controller, Catering Director and Director of Sales
 4. Litigation
 - None
 -
 -
 5. Licensure/Certification
 - None
 -
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

6. Certificate of Insurance

- None

-

-

III. Proposed Services

1. Services to be Provided

- Referenced they could provide the services requested in RFP scope of services
- Notes under graphics indicate some of the services requested
-

2. Implementation – Work Plan

- Referenced plan in the preliminary schedule provided
- Notes in the Organization Qualifications and Experience section cover implementation items
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset

DATE: 6/11/25

EVALUATOR NAME: Angie Buker

EVALUATOR DEPARTMENT: Department of Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Included
 2. Responsible Bidder Certification (Appendix B)
 - Included
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Positive: Prior references include same/similar events.
 - Positive: Has met the needs of the summit in the past.
 2. Subcontractors
 - N/A
 3. Organizational Chart
 - Included
 - Positive: Point of contact for A/V, event details, and lodging have been identified.
 4. Litigation
 - None included
 5. Licensure/Certification
 - None included
 6. Certificate of Insurance
 - Not included
 - Question: Is it already on file?
- III. Proposed Services
 1. Services to be Provided
 - Positive: appropriate spaces that are flexible, indoor and outside
 - Positive: parking is complimentary.
 - Positive: included Wednesday setup.
 - Positive: Availability for suggested dates.
 - Positive: Complimentary wifi
 - Positive: Spaces and views are relaxing.
 - Positive: Onsite Fitness and Spa
 2. Implementation – Work Plan
 - Positive: Includes Wednesday setup and early AM access.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 06.11.2025

EVALUATOR NAME: Dawn L Gordon

EVALUATOR DEPARTMENT: Maine CDC

Individual Evaluator Comments:

- I. Preliminary Information
 - 1. Proposal Cover Page (Appendix A)
 - Met
 - 2. Responsible Bidder Certification (Appendix B)
 - Met
- II. Organization Qualifications and Experience
 - 1. Overview of Organization (Appendix C)
 - P- has relative experience
 - 2. Subcontractors
 - None disclosed
 - 3. Organizational Chart
 - N- al lost of personnel was on the document but no Org.Chart
 -
 -
 - 4. Litigation
 - None noted
 -
 -
 - 5. Licensure/Certification
 - None included
 -
 -
 - 6. Certificate of Insurance
 - Not included in this section
 -
 -
- III. Proposed Services
 - 1. Services to be Provided
 - The submission lacks details to understand the proposed services- did not meet requirements
 -
 -
 - 2. Implementation – Work Plan
 - A chart was included for the conference, no prework or meetings included in this chart.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - All information included
 -
 -
 2. Responsible Bidder Certification (Appendix B)
 - All information included
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Past experience (multiple years)
 - Room rate same as 2025
 -
 2. Subcontractors
 - None listed
 -
 -
 3. Organizational Chart
 - Team of 7
 -
 -
 4. Litigation
 - None listed
 -
 -
 5. Licensure/Certification
 - Not attached
 -
 -
 6. Certificate of Insurance
 - Not attached
 -
 -
- III. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

1. Services to be Provided
 - Ample outdoor space, fitness space, indoor pool (all on-site)
 - 12 meeting rooms
 - Guest rooms and extension rates
 - Onsite AV technician
2. Implementation – Work Plan
 - Included a detailed chart/schedule
 - Event point person
 - Guest room point person
 - 9% tax

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Complete
 - Filled out correctly
 -
 2. Responsible Bidder Certification (Appendix B)
 - Appears to meet the requirements
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Has experience with SOM events for several years
 - Has Lodging and Event space for 300 attendees
 - Meets the needs for catering and AV
 - Meets date availability
 2. Subcontractors
 - Headlight AV listed
 -
 -
 3. Organizational Chart
 - No Org Chart listed
 -
 4. Litigation
 - Nothing listed about litigation
 -
 -
 5. Licensure/Certification
 - None listed
 6. Certificate of Insurance
 - None listed
 -
 -
- III. Proposed Services
 1. Services to be Provided
 - Provide event space and lodging for a 2 day event

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: Samoset Resort

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

- AV Services appear to be adequate
- Catering Services kept within GSA Per Diem Rates
- They can provide lodging options on site for the attendees and planning committee
- Can provide set up the evening before
- Can provide break out rooms

2. Implementation – Work Plan

- No work plan identified

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Completed
 -
 2. Responsible Bidder Certification (Appendix B)
 - Signed indicating agreement
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - The organization presents itself as a travel and hospitality business
 -
 2. Subcontractors
 - They indicate clearly that they do not use subcontractors however they do not own the hotel they are offering as a venue?
 - In the workplan they state, "Sign Agreement: Establish a contract between SNVA and the hotel for the specified dates mentioned in the RFP."
 3. Organizational Chart
 - A version of an organizational chart is included with bios on the staff
 -
 4. Litigation
 - Assurances written that there is no litigation
 -
 -
 5. Licensure/Certification
 - Business Registration Certificate
 - Certificate of Active Status in SAM
 - IATA, ASTA and ARC Certification
 -
 6. Certificate of Insurance
 - Included
 -
- III. Proposed Services
 1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: June 11, 2025

EVALUATOR NAME: Susan Berry

EVALUATOR DEPARTMENT: Education

- Outlines the intent to follow the planning and meeting requests listed in the scope of services in the RFP
- Written assurances they will provide what is described in the RFP for meeting spaces and A/V needs
- States they will coordinate catering services that meet GSA per diem rates and dietary accommodations, including breakfast, lunch, snacks, beverages, and dinner as needed.
- Ensure lodging is available at requested rates
- Will ensure parking is available, however this location has limited onsite parking and will be at an additional cost
- There is no pool and the fitness center is a small room with a few pieces of equipment, not suitable for sessions
- No outdoor spaces for activities/fitness sessions
- The location is the Westin Portland Harborview Hotel (Formerly the Eastland Hotel) that is being contracted through SNVA. Portland is not centrally located for our participants.
- I am familiar with this location and many of the meeting spaces do not have windows and have low ceilings which can be a challenge for active, health-promoting, wellness sessions.

•

2. Implementation – Work Plan

- “We recognize the significance of learning and are well-equipped with corporate learning practices. Our corporate travel management services allow our clients to focus on running a great meeting, presentation, conference, or retreat while we handle the details”.

•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA LLC

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Provided detailed
 -
 -
 2. Responsible Bidder Certification (Appendix B)
 - Completed signed
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Client experience worldwide
 - Provided three examples of projects: Court services and offender supervision agency, National Guard Bureau, Ohio Army National Guard
 -
 2. Subcontractors
 - No subcontractors to be used
 - Fully equipped to carry out all aspects of the Summit, citing expertise in all areas and no need for subcontractors
 -
 3. Organizational Chart
 - Provided
 - Managing Director, CEO, Director of Operations, Contract and Delivery Specialist, Contract Specialist
 - Description of all team members provided
 4. Litigation
 - Provided, confirming no pending or ongoing litigation involving the company
 -
 -
 5. Licensure/Certification
 - Provided State of Maryland licensure
 - Certification Provided, State of formation DE
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA LLC

DATE: 6/12/2025

EVALUATOR NAME: Michael Booth

EVALUATOR DEPARTMENT: MEABT

6. Certificate of Insurance
 - Provided
 - 1,000,000 occurrences
 - 3,000,000 Each occ/agg
- III. Proposed Services
 1. Services to be Provided
 - Two-day event
 - General session up to 300
 - At least 8 breakout rooms, 12-50 attendees
 - Provisions for wellness activities, fitness, center pool
 2. Implementation – Work Plan
 - Work plan provided (Our Delivery approach)
 - Schedule initial meeting, finalize details, sign agreement, Provide rooming list 24/7 support, Daily follow ups, Payment process, Post-event feedback, Commitment to quality, Service Excellence goal
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: 6/11/25

EVALUATOR NAME: Angie Buker

EVALUATOR DEPARTMENT: Department of Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Interesting: The phone numbers and email addresses for the Director and the Point of Contact are the same...
 - Headquarters in MD.
 -
 2. Responsible Bidder Certification (Appendix B)
 - Included
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Interesting: Global company of "former techies".
 - Interesting: Event planners
 - Question: Would someone from SNVA be onsite for immediate assistance?
 - Negative: Prior references do not include any Maine samples.
 2. Subcontractors
 - Assures no subcontractors, unless unforeseen circumstances – will then seek written approval from client.
 - Question: How does this work without subcontractors?
 -
 3. Organizational Chart
 - Included: CEO, Director of Operations, Managing Director, Contract Delivery Manager, Contract Specialist.
 - Question: Who would be the contact point?
 -
 -
 -
 4. Litigation
 - Stated none pending
 -
 -
 5. Licensure/Certification
 - Included Business Registration Certificate by State of MD.
 - Certifications: IATA, ASTA, and ARC (Travel related) – Listed as a Foreign LLC

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: 6/11/25

EVALUATOR NAME: Angie Buker

EVALUATOR DEPARTMENT: Department of Education

-
- 6. Certificate of Insurance
 - Included and valid
 - Interesting: Also includes a Phoenix location not mentioned elsewhere.
 - Question: Does this apply to the actual event facility?
- III. Proposed Services
 - 1. Services to be Provided
 - Positive: Proposed hotel seems to have plenty of meeting and breakout space.
 - Negative: Not centrally located in Maine
 - Negative: Does not appear to have outdoor space available for wellness activities.
 - 2. Implementation – Work Plan
 - Positive: Work flow included
 - Negative: Client provides rooming list to SVNA who then submits it to the hotel. Preferred practice would be for the attendee to communicate directly with the hotel for lodging.
 - Question: Some of the boxes refer to VANS, what is this? A typo•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SVNA

DATE: 06.11.2025

EVALUATOR NAME: Dawn Littlefield-Gordon

EVALUATOR DEPARTMENT: Maine CDC

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Met
 - N-Appears to be out of state vendor
 -
 2. Responsible Bidder Certification (Appendix B)
 - Met
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Met
 - N-two of examples were from out of state organizations and not clear where event was held
 2. Subcontractors
 - P-met No Subs
 3. Organizational Chart
 - Met
 - I-Org chart heavy on “entrepreneur” skills and IT/internet specialists. More of technology expertise than expected by reviewer and not clear on event coordination.
 4. Litigation
 - P-none, met
 5. Licensure/Certification
 - met
 6. Certificate of Insurance
 - Met-Held in Maryland and nationally with SAM
- III. Proposed Services
 1. Services to be Provided
 - Met- clear and well detailed services that meet the required deliverable accept;
 - N-Unclear where pool is located? Outside?
 - N-This venue is located in southern part of the state and does not appear to meet requirement of being centrally located, but is on the coast.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SVNA

DATE: 06.11.2025

EVALUATOR NAME: Dawn Littlefield-Gordon

EVALUATOR DEPARTMENT: Maine CDC

2. Implementation – Work Plan

- N-Described in a flow chart type of infographic. Lacks detail and timeline
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - All areas covered
 -
 -
 2. Responsible Bidder Certification (Appendix B)
 - All areas covered
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Offers transportation/car rentals
 - Customized travel agency services
 - Have hosted a group our size
 2. Subcontractors
 - None
 -
 -
 3. Organizational Chart
 - Leadership Team of 5
 -
 -
 4. Litigation
 - Clean legal record
 -
 -
 5. Licensure/Certification
 - Attached
 -
 -
 6. Certificate of Insurance
 - Attached
 -
 -
- III. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA

DATE: 6/11/2025

EVALUATOR NAME: Carolyn Gross

EVALUATOR DEPARTMENT: Education

1. Services to be Provided

- Assigned Coordinator-collaborate, on-site for event, final pre-review and post-event debrief
- Hotel cleanliness a priority
- Customizable space (round tables, breakouts)
- 8 breakout spaces with room flexibility
- GSA per diem rates-catering
- Competitive room rates, stay extension blocks available
- Outdoor spaces are “nearby”, on-site fitness/spa service

2. Implementation – Work Plan

- Covered

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA LLC

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

Individual Evaluator Comments:

- I. Preliminary Information
 1. Proposal Cover Page (Appendix A)
 - Complete
 - Filled out correctly
 -
 2. Responsible Bidder Certification (Appendix B)
 - Appears to meet the requirements
 -
 -
- II. Organization Qualifications and Experience
 1. Overview of Organization (Appendix C)
 - Appears to be an event planning service
 - Can find us a venue with large enough event space, catering and lodging
 -
 - Has experience holding large conferences world wide
 2. Subcontractors
 - None listed
 -
 -
 3. Organizational Chart
 - Included
 -
 -
 4. Litigation
 - No Litigation past or present
 -
 -
 5. Licensure/Certification
 - Department of Assessment and Taxation
 - Certificate of active status
 -
 6. Certificate of Insurance
 - Included and good through the dates we would need it for.
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202505066

RFP TITLE: Maine School Winter Wellness Summit Venue

BIDDER NAME: SNVA LLC

DATE: 6/11/2025

EVALUATOR NAME: Katie Keenan

EVALUATOR DEPARTMENT: Education

-
- III. Proposed Services
 - 1. Services to be Provided
 - Securing a lodging space and event space
 - Catering services would be available
 - Travel and hospitality business
 - Not coastal as preferred.
 - 2. Implementation – Work Plan
 - Included
 -



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

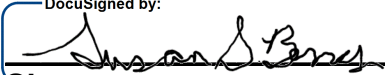
I, **Susan Berry**, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Signature

6/11/2025

Date



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

I, **Michael Booth**, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. 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.

Signed by:

Michael Booth
Signature

6/12/2025

Date



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

I, Angie Buker, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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DocuSigned by:

Angie Buker

Signature

6/11/2025

Date



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

I, **Dawn Gordon Littlefield**, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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Signed by:

Dawn Gordon Littlefield
Signature

6/11/2025

Date



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

I, Carolyn Gross, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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DocuSigned by:

Carolyn Gross

+957A475D659F4C4...

Signature

6/11/2025

Date



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202505066
RFP TITLE: Maine School Winter Wellness Summit Venue**

I, Katie Keenan, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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DocuSigned by:

Katie Keenan
Signature

6/11/2025

Date