



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**A. Pender Makin
Commissioner**

AWARD NOTIFICATION LETTER

8/19/2025

Atlantic Oceanside Hotel & Event Center
Attn: Jenn Tomlinson
119 Eden Street.
Bar Harbor, ME 04609

SUBJECT: Notice of Conditional Contract Award under RFP #202507094, Annual Commissioner's Conference for Superintendents Conference and Meeting Management

Dear Ms. Tomlinson:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for the Annual Commissioner's Conference for Superintendents Conference and Meeting Management. 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:

- Atlantic Oceanside Hotel & Event Center

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,

Matthew Vaughan

Resource Administrator

Maine Department of Education

23 State House Station

Augusta, Maine 04333-0023

Email: matthew.s.vaughan@maine.gov

Phone: 207-530-7016

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
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202507094

RFP TITLE: Annual Commissioner's Conference for Superintendents Conference and Meeting Management

BIDDER: Atlantic Oceanside Hotel & Event Center

DATE: 8/15/2025

SUMMARY PAGE

Department Name: Maine Department of Education

Name of RFP Coordinator: Matthew Vaughan

Names of Evaluators: Matthew Vaughan, Melissa Beecher, and Nancy Brown-Mooney

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• Proposal Cover Page	✓	
• Responsible Bidder Certification	✓	
• Event Center Location	✓	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	10	N/A
Section III. Proposed Services	60	N/A
Section IV. Cost Proposal	30	N/A
<u>Total Points</u>	<u>100</u>	<u>N/A</u>

**Atlantic Oceanside Hotel & Event Center submitted the only
proposal in response to this RFP.**

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TEAM CONSENSUS EVALUATION NOTES**

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**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Proposal Cover Page
 - Present and complete
- Responsible Bidder Certification
 - Present and complete
- Event Center Location
 - 119 Eden St. Bar Harbor, ME 04609. Within required geographical area.

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	10	N/A

Evaluation Team Comments:

1. Overview of Organization
 - Provides experience specifically with Department of Education events. Comments on location amenities and services available at their location. Provides an overview picture of the location.
2. Project One
 - 2022-2025 Commissioner's Conference overview. Spoke to room rates and available discounts, provided a general overview of the check-in process and food service, and highlighted that the parking lot offers ample space to safely stage both attendee vehicles and a school bus for easy access.
3. Project Two
 - 2025 US-Canada Lobster Town Meeting. Rented the entire hotel and hosted their event in January. They were provided with AV and food service. Provided link to the organizations website.
4. Project Three
 - 2016-2025 Maine Prosecutors Association (MPA). Two-and-a-half-day conference with general session, breakout rooms, food service for 152 guests
5. Subcontractors
 - N/A
6. Litigation
 - None identified in the last five plus years
7. Licensure
 - Provided license. Expiration 6/10/2026
8. Certificate of Liability Insurance

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- Provided Certificate. Most expire on 6/5/2026, workers-comp expires on 6/30/2026.

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	60	N/A

Evaluation Team Comments:

1. Conference Location (pass)
 - Provided in depth information (pictures and floor layout images) regarding space, capacity, AV availability, room layout options, accessibility accommodations, and cost for: their registration desk area, main conference rooms, and seven available workshop and reception rooms/areas. All of which meet requirements as listed in the RFP.
2. Wireless Internet Access/Support and Technical Requirements
 - Secure wi-fi, average speed of 20-30 meg connection, 200 meg fiber connection. Onsite IT staff available 7:30a – 3:30p on Mondays and 7:30a to 11:00a on Tuesdays. We would want clarification on this to see if there is flexibility on Tuesdays. Network infrastructure; they can open the required ports with 30 day notice, filter services are not offered and standard port blocking is used.
3. Signage
 - Offers digital signage to greet and direct the group. Signage for each room, way finding signs to direct through the building.
4. Meeting Facility Accessibility
 - Described accessibility of the venue, parking (only one parking spot of event center, Drop off zone with loading stripes), seating and wheelchair accommodations. As well as restrooms and food and beverage accommodations. The event center provides ADA requirements, with the exception of hearing accommodations.
 - Not all lodging accommodation provide ADA accessibility, but the hotel does have the ability to provide accommodations in their Portside building.
 - Piazza does not meet wheelchair accessibility requirements. We do not feel that this will be an area that we will utilize, as there are plenty of accessible rooms available that we can use for the Commissioner's Conference.

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5. Lodging Requirements (available to accommodate the expected total number of participants, security, management of overnight rooms)
 - 152 rooms available for the conference. Spoke to their cancellation policy. They have electronic locks; keys issued at registration at check-in. Event center is open from 7a-10p and locked overnight.
6. Parking
 - No charge parking on site for both overnight accommodations and visitor attendees.
7. Food Service Requirements
 - Can host 200 attendees. Buffet and plated options. Hor d'oeuvres services offered. Per diem rates. Special dietary needs labeled, vegan, vegetarian, gluten-free, dairy-free options are available. Snack and beverage station options available.

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**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷	\$41,180.00	x	30 points	=	N/A

Evaluation Team Comments:

Atlantic Oceanside Hotel & Event Center submitted the only proposal in response to this RFP.



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202507094**

**RFP TITLE: Annual Commissioner's Conference for Superintendents
Conference and Meeting Management**

I, Matthew Vaughan, 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:

Matthew Vaughan

C039FBC6B7A74ED...

Signature

8/14/2025

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202507094

**RFP TITLE: Annual Commissioner's Conference for Superintendents
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I, Melissa Beecher 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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Melissa A. Beecher

8.14.2025

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202507094

RFP TITLE: Annual Commissioner's Conference for Superintendents
Conference and Meeting Management

I, Nancy Brown-Mooney 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.

Nancy Brown-Mooney
Signature

8/14/25
Date