



**STATE OF MAINE
DEPARTMENT OF Education/Education
in the unorganized Territory**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

April 22, 2024

John Pratte
Trail & Earth, LLC
9 Langdon Rd
Richmond ME, 04357

**SUBJECT: Notice of Conditional Contract Award under RFP # 202402050,
Edmunds Outdoor Learning**

Dear John Pratte:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education/ Education in the Unorganized Territory for Edmunds Outdoor Learning. 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:

- Trail & Earth, LLC
-

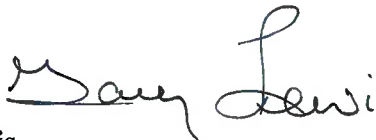
The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice 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,



Gary Lewis

Building & Fleet Manager

Education in Unorganized Territories

Maine Department of Education

136 State House Station, Deering Building

Augusta, Maine 04333-0023

Email: Gary.A.Lewis@maine.gov

Cell: 207-592-3154

Phone: 207-624-6893

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402050
RFP TITLE: Edmunds Outdoor Learning
BIDDER: Trail & Earth, LLC
DATE: April 11, 2024

SUMMARY PAGE

Department Name: Education/Education in the Unorganized Territory
Name of RFP Coordinator: Gary Lewis
Names of Evaluators: Richard Colpitts, Cathy Severance, Gary Lewis

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• Lone Bid received	N/A	
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	N/A
Section III. Proposed Services	30	N/A
Section IV. Cost Proposal	40	N/A
<u>Total Points</u>	<u>100</u>	

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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:

There was only one bid received.

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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	30	N/A

Evaluation Team Comments:

Vendor has done similar projects and has worked with State agencies in the past.

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	N/A

Evaluation Team Comments:

Proposed services look to be reasonable and timely.

**STATE OF MAINE
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**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
	>		x		=	N/A

Evaluation Team Comments:
The proposed cost is acceptable.



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402050
RFP TITLE: Edmunds Outdoor Learning**

I, Gary Lewis accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/Education in the Unorganized Territory. 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.

Gary Lewis
Signature

04/02/2024
Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402050
RFP TITLE: Edmunds Outdoor Learning**

I, Cathy Severance accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/Education in the Unorganized Territory. 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:

Cathy Severance

4/2/2024

Signature

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402050
RFP TITLE: Edmunds Outdoor Learning**

I, Richard Colpitts accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/Education in the Unorganized Territory. 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:

Richard Colpitts

4/2/2024

Signature

Date

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