



**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**Pender Makin  
Commissioner**

7/31/2024

Lyndon D. Keck, AIA, Architect  
91 Field Road  
Cumberland, ME 04021

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202405098,  
Program Consultant

Dear Mr. Keck:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for Program Consultant. 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:

- Lyndon D. Keck


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:  
  
4C9763DF489043B...

Scott Brown, Director  
Office of School Facilities

## **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 #:** 202405098  
**RFP TITLE:** Program Consultant  
**BIDDER:** Lyndon Keck  
**DATE:** 7/1/2024

**SUMMARY PAGE**

**Department Name:** Department of Education  
**Name of RFP Coordinator:** Nathan McIvor  
**Names of Evaluators:** Ann Pinnette, Valerie Chiang, Scott Brown

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• <b>Proof of Licensure</b>	<b>X</b>	
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>45</b>	<b>N/A</b>
Section III. Proposed Services	<b>30</b>	<b>N/A</b>
Section IV. Cost Proposal	<b>25</b>	<b>N/A</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>N/A</u></b>

- There was only one bidder that submitted to this RFP.
- The scoring team has determined that the proposal meets the RFP expectations, and a conditional award should be made.

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TEAM CONSENSUS EVALUATION NOTES**

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**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

- All requested documents were provided

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>45</b>	<b>N/A</b>

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**Evaluation Team Comments:**

- I. Overview of the Organization
  - Strong familiarity of the Department of Education and State Board of Educations
- II. Subcontractors
  - There will be no subcontractors
- III. Organizational Chart
  - There is only one person in this organization
- IV. Litigation
  - No litigation over the past 5 years
- V. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202405098  
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**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>30</b>	<b>N/A</b>

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**Evaluation Team Comments:**

- Has extensive experience writing school construction applications
- Extensive experience working on school construction project cost estimates and timelines
- Project manager of over 75 school projects
- Written dozens of educational specifications
- Strong familiarity with state building standards and guidelines
- Worked on dozens of School Revolving Renovation Fund applications

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$85.00</b>	,	<b>\$85.00</b>	<b>x</b>	<b>25 points</b>	<b>=</b>	<b>N/A</b>

**Evaluation Team Comments:**

- Proposed cost of \$85.00 hourly rate is reasonable



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202405098**  
**RFP TITLE: Program Consultant**

I, Scott Brown 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.**

Signature

7/1/24

Date



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202405098**  
**RFP TITLE: Program Consultant**

I, Valerie Chiang, 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).

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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202405098**  
**RFP TITLE: Program Consultant**

I, Ann Pinnette 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).

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*Ann Pinnette*

Signature

7/1/2024

Date