

State of Maine
Master Score Sheet

RFP# 202503034			
Retail Margin Study			
Bidder Name:		Herbein + Co	Martec Group
Proposed Cost:		\$79,000	\$90,000
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail		
Section II: Organization Qualifications and Experience	30	30	29
Section III: Proposed Services	30	30	29
Section IV: Cost Proposal	40	40	35.11
TOTAL	<u>100</u>	<u>100</u>	<u>93.11</u>

**Award Justification Statement
RFP# 202503034 Retail Margins**

I. Summary

The State of Maine is seeking proposals for the Department of Agriculture, Conservation & Forestry, Maine Milk Commission for research services to determine the current cost of retailing milk in Maine.

II. Evaluation Process

- a. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
- b. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
- c. Changes to proposals, including updating or adding information, were not permitted during any portion of the evaluation process.

III. Qualifications & Experience

The winning bidder was most qualified in the subject matter due to the previous experience with the commission and significant dairy focus with customer base and dedicated dairy team staff.

IV. Proposed Services

Demonstrated experience and proficiency in this and similar studies for the dairy industry. Principal investigators were clearly identified, and resumes demonstrate dairy backgrounds.

V. Cost Proposal

The winning bidder was most qualified and submitted the lowest bid.

VI. Conclusion

The winning bidder demonstrated they understood the needs of the commission both in the study and rulemaking process. They are most qualified and provided lowest bid.



STATE OF MAINE
DEPARTMENT OF Agriculture,
Conservation & Forestry

MAINE MILK COMMISSION

Janet T. Mills
Governor

Amanda Beal
Commissioner

June 10, 2025

David W. Stonesifer
Herbein + Company, Inc.
2763 Century Blvd.
Reading, PA 19610

SUBJECT: Notice of Conditional Contract Award under RFP # 202503034, Retail Margins Study

Dear Mr. Stonesifer:

This letter is regarding the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture, Conservation & Forestry, Maine Milk Commission for the 2025 Retail Margins Study. 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:

- Herbein + Company, Inc.

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,

Julie-Marie R. Bickford
Executive Director, Maine Milk Commission

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 Agriculture,
Conservation & Forestry

MAINE MILK COMMISSION

Janet T. Mills
Governor

Amanda Beal
Commissioner

June 10, 2025

Emily Bielak
The Martec Group
202 E. 3rd Street, Suite 200
Royal Oak, MI 48067

SUBJECT: Notice of Conditional Contract Award under RFP # 202503034, Retail Margins Study

Dear Ms. Bielak:

This letter is regarding the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture, Conservation & Forestry, Maine Milk Commission for the 2025 Retail Margins Study. 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:

- Herbein + Company, Inc.

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,

Julie-Marie R. Bickford
Executive Director, Maine Milk Commission

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Herbein
DATE: 5-28-25

SUMMARY PAGE

Department Name: Agriculture, Conservation, and Forestry
Name of RFP Coordinator: Julie-Marie Bickford
Names of Evaluators: Shane Bacon, Julie-Marie Bickford and Joy Bonenfant

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
• Cover Page	X	
• Responsible Bidder Certification – Appendix B	X	
<u>Scoring Sections</u> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	30
Section III. Proposed Services	30	30
Section IV. Cost Proposal	40	40
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Herbein
DATE: 5-28-25

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Appendix A & B are both complete, signed, and dated.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Herbein
DATE: 5-28-25

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	30

Evaluation Team Comments:

Organization Qualifications and Experience

Extremely qualified, completed this work in the past, thorough, easy to work with, and they bring industry expertise to the table.

Herbein has decades of experience specific to this study, dairy, and other studies conducted by the Maine Milk Commission.

This company has been involved in this work for many years, has over 75 clients, and is considered an industry leader.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Herbein
DATE: 5-28-25

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

Proposed Services

Very detailed, on-point with RFP requests, past experience providing services for MMC have been positive and completely compliant with MMC requests.

Work plan is reasonable and well aligned with RFP requests and fits the required time frame for the commission to complete rulemaking. Work plan system to analyze cost and very is in depth.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Herbein
DATE: 5-28-25

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
79,000	/	79,000	x	40 points	=	40

Evaluation Team Comments:

Cost Proposal

Made use of time period for the proposed contract outlined.

Provided info requested and provided lowest bid.

- Cover period 7-1-25 through 6-30-25? Yes
- Appendix D (Cost Proposal Form) complete? Yes

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Martec Group
DATE: 5-28-25

SUMMARY PAGE

Department Name: Agriculture, Conservation, and Forestry
Name of RFP Coordinator: Julie-Marie Bickford
Names of Evaluators: Shane Bacon, Julie-Marie Bickford and Joy Bonenfant

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
• Cover Page	X	
• Responsible Bidder Certification – Appendix B	X	
<u>Scoring Sections</u> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	29
Section III. Proposed Services	30	29
Section IV. Cost Proposal	40	35.11
<u>Total Points</u>	<u>100</u>	<u>93.11</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Martec Group
DATE: 5-28-25

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Appendix A & B are both complete, signed, and dated.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Martec Group
DATE: 5-28-25

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	29

Evaluation Team Comments:

Organization Qualifications and Experience

4 decades of experience relevant to studies although no specific fluid milk experience noted.

Listed numerous past products and clients, no dairy and only 2 references, neither dairy specific.

Similar experiences in food studies, Has assessed food products and is familiar with determining cost positions.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Martec Group
DATE: 5-28-25

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	29

Evaluation Team Comments:

Proposed Services

Thorough and understands requirements as stated in the RFP.

The timeline for completing the report is longer than the norm, a lot of time blocked for trial like cross examination and preparation of witnesses, not a part of our process.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202503034
RFP TITLE: Retail Margins Study
BIDDER: Martec Group
DATE: 5-28-25

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
79,000	/	90,000	x	40 points	=	35.11

Evaluation Team Comments:

Cost Proposal

- Cover period 7-1-25 through 6-30-25? Yes
- Appendix D (Cost Proposal Form) complete? Yes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Herbein + Company

DATE: 5-27-25

EVALUATOR NAME: Shane Bacon

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

This company has been involved in this work for many years, has over 75 clients, and is considered an industry leader.

2. Subcontractors

Did not see anything on subcontractors.

3. Organizational Chart

Yes did address an organizational chart

4. Litigation

Did submit legal matters from 2020 to 2024

5. Certificate of Insurance

Yes, \$5,000,000 each occurrence

II. Proposed Services

1. Services to be Provided

Will use a system to analyze cost. Also gave a work plan that was very in-depth.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Herbein + Company

DATE: 5-27-25

EVALUATOR NAME: Shane Bacon

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

2. Implementation – Work Plan?

Did submit an in-depth work plan.

III. Cost Proposal

- Cover period 7-1-25 thru 6-30-25?
Yes
- No bid preparation costs included?
No

- Appendix D (Cost Proposal Form) complete?
Yes \$79,000.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Herbein + Company

DATE: 5-27-25

EVALUATOR NAME: Julie-Marie Bickford

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- P –very comprehensive & thorough. Dairy is a specialty.(File 2, p.5)
- P – membership in organizations that reflect high quality of service and adherence to high industry standards. (File 2, p.8)
- P – assurance of confidentiality of raw data to protect individual retailers (critical to participation & cooperation from ME retail businesses) (File 2, p. 8)
- P – extensive business references, including several from ME (File 2, p. 9-10)
- P – examples of previous work from study team (Exhibit B, C, D)

2. Subcontractors

- P – None (File 2, p.10)
-
-

3. Organizational Chart – P – (Exhibit E) (File 2, p. 59)

- Very clear about the individuals who will be completing the study. (File 2, p.10)
- Full CVs provided for both primary individuals. (Exhibits F & G) (File 2, p. 59-63)

4. Litigation P – Exhibit H (File 2, p. 64) – Berkley Loss Run list

(Signed ME's Responsible Bidder Certificate)

Statement of Quality Control/Peer Review of practices (File 2, p.12)

5. Certificate of Insurance P – Exhibit I (File 2, p. 65-73)

Licensed by State of ME Professional & Financial Regulation/

Board of Accountancy (Sept 24, 2024 – Sept 30, 2025)(File 2, p.73)

II. Proposed Services

1. Services to be Provided

- P – very detailed & in compliance with RFP request
- P – Past experience in providing services for MMC (and this study in particular) has been positive. (File 2, p. 11, 13-35)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Herbein + Company

DATE: 5-27-25

EVALUATOR NAME: Julie-Marie Bickford

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

- P – Good working experience with the chief executive and primary investigator

2. Implementation – Work Plan

- P – reasonable and well aligned with RFP request
- P – fits the required time frame

III. Cost Proposal

- Cover period 7-1-25 thru 6-30-25? P - Yes
- No bid preparation costs included? P – No indication that bid prep costs were included. Q – no information to confirm that they were not included.
- Appendix D (Cost Proposal Form) complete? P – Yes. No details of how the final cost was developed, but in compliance with ME RFP Appendix D requirements.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Herbein + Company

DATE: 5-27-25

EVALUATOR NAME: Joy Bonenfant

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Herbein has decades of experience specific to this study, dairy, and other studies conducted by the Maine Milk Commission.

2. Subcontractors

- Not applicable

3. Organizational Chart – not provided, however, Herbein states in their proposal this:

Firm Personnel to be Utilized

The Herbein Team that will perform the above procedures will be led by David W. Stonesifer, CPA, firm Managing Partner, and Cory Eisenhofer, CPA, Senior Manager. Attached are the curriculum vitae for our firm's team members (see Exhibits F and G) which presents their professional accomplishments and dairy industry experience. You will have complete access to our entire experienced dairy team throughout the engagement.

4. Litigation – provided – 2 claims, both paid and closed

5. Certificate of Insurance - provided

II. Proposed Services

1. Services to be Provided, same as past years which has satisfied the Executive Director and the Maine Milk Commissioners.

2. Implementation – Work Plan

III. Cost Proposal \$79,000.00

- Cover period 7-1-25 through 6-30-25? Yes
- Appendix D (Cost Proposal Form) complete? Yes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: The Martec Group

DATE: 5-27-25

EVALUATOR NAME: Shane Bacon

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

Has had similar experiences in food studies. Has assessed food products and is familiar with determining cost positions.

2. Subcontractors

Has consultants as part of their team.

3. Organizational Chart

Yes, submitted an organizational chart

4. Litigation

Did not see any information on litigation.

5. Certificate of Insurance

\$ 3,000,000 in coverage for each occurrence. Is insured.

II. Proposed Services

6. Services to be Provided
1. To determine the cost of retailing milk in Maine.
 2. To identify changes in retail practices and methods for handling and selling milk in Maine's retail outlets.
 3. To provide verified cost data from retailers and conduct analysis leading to the determination of per unit retailing costs for various milk container sizes.

7. Implementation – Work Plan Yes did submit a work plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: The Martec Group

DATE: 5-27-25

EVALUATOR NAME: Shane Bacon

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

II. Cost Proposal

- Cover period 7-1-25 thru 6-30-25?
Yes
- No bid preparation costs included?
NO

- Appendix D (Cost Proposal Form) complete?
Yes \$ 90,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Martec Group

DATE: 5-27-25

EVALUATOR NAME: Julie-Marie Bickford

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

- I. Organization Qualifications and Experience
 1. Overview of Organization
 - (Signed ME's Responsible Bidder Certificate)
 - (File 3, p.2, 7)
 - P - List of numerous past projects & clients (File 3, p.5-6)
 - I - Only two references with contact info and references – neither of which is dairy) (File 3, p.6)
 2. Subcontractors
 - Q – no information provided to answer this question
 -
 -
 3. Organizational Chart – P – (File 2, p.2) Full org chart for business
P - primary investigator(s) listed in (File 3, p.3)
 4. Litigation - Q – no information provided
 5. Certificate of Insurance - P (File 2, p.3-4)
- II. Proposed Services
 1. Services to be Provided
 - P – Thorough / understands the requirements as stated in the RFP (File 3, p.2-4)
 -
 2. Implementation – Work Plan
 - P - (File 3, p.4)
 - Q -Timeline for completing the report is a bit longer than previous experiences. Could this be completed sooner? (*Presentation in Nov/Dec for public hearing in Dec/Jan?*)
 - I – Over half of the contract period is for “trial-like” expert witness prep & presentation.
- III. Cost Proposal
 - Cover period 7-1-25 thru 6-30-25? P – Yes
 -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Martec Group

DATE: 5-27-25

EVALUATOR NAME: Julie-Marie Bickford

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

- No bid preparation costs included? P – no indication that bid prep costs were included. Q – no information to confirm that they were not included.
- Appendix D (Cost Proposal Form) complete? P – yes. No details of how the final cost was developed, but in compliance with ME RFP Appendix D requirements.
- N – Bid was significantly higher than anticipated.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Martec Group

DATE: 5-27-25

EVALUATOR NAME: Joy Bonenfant

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization - 4 decades of experience relevant to studies although no specific fluid milk experience noted.
2. Subcontractors – not applicable
3. Organizational Chart - provided
4. Litigation – not provided and no mention of litigation
5. Certificate of Insurance - provided

II. Proposed Services

1. Services to be Provided – vendor understands primary goal of study and has conducted studies similar.

Primary research objectives for this study include:

1. To determine the cost of retailing milk in Maine.
2. To identify changes in retail practices and methods for handling and selling milk in Maine's retail outlets.
3. To provide verified cost data from retailers and conduct analysis leading to the determination of per unit retailing costs for various milk container sizes.

2. Implementation – Work Plan

Part 1: Store Selection

- Selection of a representative sample of retail stores in both urban and rural areas of Maine
- Inclusion of major supermarket chains and smaller independent retailers

Part 2: Data Collection

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202503034

RFP TITLE: Retail Margins Study

BIDDER NAME: Martec Group

DATE: 5-27-25

EVALUATOR NAME: Joy Bonenfant

EVALUATOR DEPARTMENT: Agriculture, Conservation, and Forestry

- Direct measurement of retail costs, including shelf space, cooler space, and labor costs
- Verification of cost data through comparisons with industry data and third-party sources
- Collection of retailer-provided cost data, with verification through interviews and cross-referencing

Part 3: Cost Analysis

- Analysis of the collected cost data to determine the per-unit cost of retailing milk.
- Calculation of costs for different container sizes (e.g., gallon, half-gallon, quart).
- Development of a detailed cost model to reflect these costs.

Part 4: Reporting

- Preparation of a detailed report summarizing the research methodology, data collection, cost analysis, and findings.
- Development of a spreadsheet model for cost calculation and analysis.
- Presentation of findings in a format suitable for the Maine Milk Commission.

III. Cost Proposal - \$90,000.00

- Cover period 7-1-25 through 6-30-25? Yes
- Appendix D (Cost Proposal Form) complete? Yes



**STATE OF MAINE
DEPARTMENT OF Agriculture,
Conservation & Forestry**

Janet T. Mills
Governor

Amanda Beal
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202503034
RFP TITLE: Retail Margins Study**

I, Shane Bacon, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation & Forestry/Maine Milk Commission. 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

June 2, 2025
Date



STATE OF MAINE
DEPARTMENT OF Agriculture,
Conservation & Forestry

Janet T. Mills
Governor

Amanda Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202503034
RFP TITLE: Retail Margins Study

I, Julie-Marie R. Bickford accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation & Forestry/Maine Milk Commission. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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

March 27, 2025

Signature

Date



STATE OF MAINE
DEPARTMENT OF Agriculture,
Conservation & Forestry

Janet T. Mills
Governor

Amanda Beal
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202503034
RFP TITLE: Retail Margins Study

I, Joy Bonenfant, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation & Forestry/Maine Milk Commission. 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.

March 27, 2025

Signature

Date