**STATE OF MAINE**

**Department of Education**

Office of School and Student Supports



**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

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| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Susan Berry |
| **TITLE:** | Health Education and Health Promotion Specialist |
| **EMAIL:** | [Susan.berry@maine.gov](mailto:Susan.berry@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | May 29, 2025 no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | |

|  |  |  |
| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | June 10, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Education**

**RFP# 202505066**

**Maine School Winter Wellness Summit**

The State of Maine, Department of Education, Office of School and Student Supports, is seeking proposals for a vendor to provide a facility for the Winter Wellness Summit (professional learning event).

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on June 10, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Attendees** | Individuals who attend the Winter Wellness Summit |
| **Bidder** | Individual, business, or organization submitting a proposal for this RFP |
| **Department** | Maine Department of Education (Maine DOE) |
| **Event Coordinator** | Point of contact for the event |
| **Exhibit Tables** | Tabletop displays of products, resources, or services |
| **FOAA** | State of Maine Freedom of Access Act |
| **Planning Committee** | Maine School Wellness Program Planning Committee |
| **RFP** | Request for Proposals |
| **State** | State of Maine |
| **Venue** | A facility that can host an in-person conference |
| **Wellness Program** | Maine School Wellness Program, a Maine DOE health promotion and wellness program for school employees |
| **Winter Wellness Summit** | A two-day statewide professional learning opportunity |

**State of Maine**

**Department of Education**

*Office of School and Student Supports*

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Department of Education (Department) is seeking a vendor to provide a venue and services for the Winter Wellness Summit professional learning event as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Maine School Wellness Program (Wellness Program) (formerly the Maine Schoolsite Health Promotion Program) is a program of the Maine Department of Education. The Wellness Program was designed and developed to promote and support the health and well-being of school employees and students as well as a healthy school environment, climate, and culture for all. The Wellness Program has actively provided professional learning, resources, and other support annually since it was established in 1985. There have been different iterations of the event over the decades to accommodate the needs of those being served. To meet the wellness and health-promoting goals of the event, it must be offered at a venue that values and promotes the health and well-being of the attendees. It needs to have plenty of space for active sessions, wellness activities for all to participate in, a comfortable, inviting, and relaxing atmosphere, healthy food choices that also accommodate special dietary needs, and staff that make all attendees feel welcome and valued. The success of this wellness event hinges on a venue that offers all these features along with adequate indoor and outdoor space, outstanding technology service, and a fitness center with a pool. A venue located in the coastal region is preferred to avoid travel in mountainous regions if there is inclement weather. It would be centrally located when traveling from western, northern and southern regions.

The Wellness Program has a vision and mission which is met in part by the Winter Wellness Summit.

*Vision:*  *We envision a State where all school community members are intentionally*

*engaged in living a healthy life.*

*Mission: Foster a schoolsite culture that supports individuals to practice healthy lifestyle*

*choices.*

The Wellness Program is aligned with and supports the Department’s vision of *a vibrant and respected educator workforce that innovates, leads, and inspires; learning environments that are safe and supportive for all; a pathway to success in school and in life for every student; schools that are trusted centers of the community that foster meaningful civic participation and propel Maine’s economy; and schools that foster the potential for all to lead purposeful lives*. In addition, the Wellness Program helps to achieve the mission of the Department, to *focusing on a whole student approach; encouraging innovation; respecting educators; providing information, guidance, professional learning, and support to schools and educators; and inspiring trust in or schools*.\* The Wellness Program contributes to the achievement of all the Department’s strategic priorities with an emphasis on *developing, supporting, and sustaining a robust educator workforce; promoting education, excellence, and equity**for all Maine learners; ensuring student**and school safety, health, and wellbeing; and building healthy and collaborative work environments, enhancing the potential of the Maine DOE.*\*

\*<https://www.maine.gov/doe/about/vision>

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking cost-efficient proposals to provide services as defined in this RFP for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two renewal periods, as shown in the table below, and subject to continued availability of funding, satisfactory performance, and a fair negotiation of costs for the subsequent renewal periods.

The term of the anticipated contract resulting from the RFP is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | September 1, 2025 | June 30, 2027 |
| Renewal Period #1 | July 1, 2027 | June 30, 2029 |
| Renewal Period #2 | July 1, 2029 | June 30, 2030 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

**PART II** **SCOPE OF SERVICES TO BE PROVIDED**

1. Planning Meetings
   1. Venue will provide an event coordinator as the point of contact for the Department’s event coordinator and to collaborate in organizing and coordinating the event. This event coordinator is expected to do the following:
      1. Be available for all the pre-planning as outlined in subsection A.2.
      2. Be available onsite during the event.
      3. Participate in a follow-up meeting post-event.
   2. Event coordinator will be involved in the following pre-planning activities starting in September:
      1. Develop a timeline for organizing the event.
      2. Schedule at least monthly virtual planning meetings with the Department.
      3. Ensure planning timelines and other due dates are communicated to the Department, Planning Committee, and venue staff.
   3. Final pre-event planning meeting should be held at least 10 days before the event.
   4. Upon arrival for setting up the event, the event coordinator and planning committee leads will meet to review final details, including room set ups, A/V, and meals.
   5. Debrief post-event meeting to occur within 30 days from the Summit.
2. Venue must:
   1. Be able to hold the event within the timeframe of January – March
   2. Have availability to hold the two-day event on a Thursday and Friday and allow for set-up Wednesday evening prior to the event.
   3. Have a meeting space that accommodates at least 300 attendees for general sessions with round tables, this would accommodate the growth of the event over the next 5 years.
   4. Have availability for early morning sessions (starting at 6 a.m.) and evening sessions (no later than 9 p.m.)
   5. Central registration location with tables, space/storage for committee materials, easy access to restrooms, and signage to direct attendees to spaces.
   6. Have a large meeting spaces in a close proximity to each other, that will accommodate at least 300 attendees comfortably for round table presentations with conversations and movement occurring.
   7. Have at least 8 spaces for breakout sessions (to accommodate 12 – 50 attendees/room) including the ability to offer a cooking demonstration that uses small appliances with access to facilities for clean-up.
   8. Be able to change setup space as needed between sessions and accommodate round tables, long tables, theater style, or other requests from presenters.
   9. 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.
   10. Have space to accommodate exhibit tables if needed.
   11. Provide for audio and visual needs:
       1. Have technician support onsite during the event.
       2. Provide projectors, screens, sound system for all rooms as needed.
       3. Provide podium and risers for the general session room.
       4. Have strong, uninterrupted Wi-Fi service throughout the facility.
       5. Have recording services for the keynote presentations.
   12. Provide quality, healthy food options within the [US General Service Administration per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates), inclusive of the gratuity.
       1. Provide breakfast, lunch, a light snack, and beverages (coffee/tea/cocoa/water) on days 1 and 2 (Thursday and Friday).
       2. Provide dinner on day 1 (Thursday).
       3. Accommodate the dietary needs of attendees.
3. Provide lodging accommodation for overnight attendees, at least 150 rooms. Attendees will be responsible for the cost of their own lodging. Providers are encouraged to offer their most competitive pricing for lodging; in most cases attendees will seek costs at the State of Maine per diem rate. See per diem rate information for your area by clicking on the following link and selecting Maine on the US map, [www.gsa.gov/travel](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem).
   * 1. Provide lodging for up to 18 required attendees within the contract (Planning Committee Members, presenters, Maine DOE support staff), at no more than the allowable government per diem rate.
     2. Provide a reservation point person to assist attendees with all aspects of reservations and lodging.
     3. Extend the conference room rate for those wishing to extend their stay on Friday and/or Saturday nights.
   1. Be able to accommodate parking at no additional cost to attendees.

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
      2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202505066 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and must include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*Excel format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II** **Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**Section IV** **Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the initial period starting September 1, 2025, and ending on June 30, 2027.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. 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.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I/Appendix A & B of the RFP | **(No Points)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II/Appendix C of the RFP | **35 points** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP | **40 points** |
| **Section IV.** | **Cost Proposal**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV/Appendix D of the RFP | **25 points** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120) Chapter 120. The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor a one-time payment 60 days following the event and upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII** **LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| *(Provide information requested below if* ***different*** *from above)* | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Education**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Education**

## **QUALIFICATIONS and EXPERIENCE FORM**

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.** |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Education**

**COST PROPOSAL FORM**

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost (A + B + C+ D):** | **$** |

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. All costs should be given based on the current attendance of 200 participants. The proposed cost must be presented as a breakdown of Venue Costs, Audio Visual Costs, Catering/Meal Costs, and Lodging Costs, with the sum of these categories being used as the total Proposed Cost in the cost scoring formula, as defined Part V, B, 3 of the RFP. Bidders may add additional cost lines if necessary, so long as they fall under one of the three defined categories and are necessary to fulfill the requirements of this RFP.

|  |  |  |
| --- | --- | --- |
| **Venue Costs** | | |
| Description of Service and/or Documentation | Room(s) | Total Cost |
| General Session Room Rental; fee and any other associated costs (i.e. tables, table covers, etc.) |  |  |
| Session Rooms; fees and any other associated costs (tables, table coverings, chairs, etc.) |  |  |
| Registration Set-up; (tables, table coverings, chairs, etc.) |  |  |
| Storage and meeting space for Planning Committee |  |  |
| Exhibit Table space; fees and other associated costs |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Venue** | | $ |

|  |  |  |
| --- | --- | --- |
| **Audio/Visual Costs** | | |
| Description of Service and/or Documentation | Room(s) | Total Cost |
| General Session Room; A/V fees and any other associated costs (i.e. projection equipment, staging, podium, microphone, sound system, etc.) |  |  |
| Session Rooms A/V: (presentation equipment, screen, etc.) |  |  |
| Recording Services for keynote presentations |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Audio/Visual** | | $ |

|  |  |  |
| --- | --- | --- |
| **Catering/Meal Costs** | | |
| Description of Service and/or Documentation  Costs cannot exceed [US General Service Administration per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) | Price Per Person | Total Cost |
| Buffet Breakfast & Buffet Lunch (two days) |  |  |
| Light Snack Break (two days) |  |  |
| Afternoon Beverage Breaks (two days) |  |  |
| Dinner (one day) |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Catering** | | $ |

|  |  |  |
| --- | --- | --- |
| **Lodging** | | |
| Description of Service and/or Documentation | Rate | Total Cost |
| Cost for up to 18 required individuals, at no  more than the allowable [government per diem rate](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem). |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Lodging** | | $ |

|  |  |
| --- | --- |
| **Total Proposed Cost of Bid (Combined Total Cost of A-D above)** | $ |

**APPENDIX E**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 202505066**

**Maine School Winter Wellness Summit Venue**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
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