**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP 202507103 Cross State Office Building Café Services |
| **RFP ISSUED BY:** | Division for the Blind and Visually Impaired (DBVI) |
| **SUBMITTED QUESTIONS DUE DATE:** | August 28, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | September 2, 2025 |
| **PROPOSAL DUE DATE:** | September 10, 2025, no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Part II A – Page 8 | Must bidders submit for all lines of business, or can a bidder submit for Micro Market and/or Vending Services independently? |
| **Answer** | |
| Bidders must submit for all lines of business. The awarded Bidder is responsible for operating Café Services, Micro Market and Vending Services. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II B – Page 6 | Is Serv Safe Manager certificate required of all Café staff or just one? |
| **Answer** | |
| Bidder must follow ServSafe requirements when operating full-service kitchen. Maine requires that each food service establishment employ at least one Certified Food Protection Manager | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part II B – Page 8 | Is Salad Bar option mandatory? |
| **Answer** | |
| The salad bar is mandatory. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part II - B Page 9 | Are coolers and racking available for the Micro Market or will this need to be provided by bidder? |
| **Answer** | |
| Coolers and racks in Micro Market are available (owned by BEP). | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II – D Page 9 | How much advance notice would be given for catering requests? |
| **Answer** | |
| It is up to the Bidder to establish the time frame of catering requests with customers. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II – E Page 9 | What does the training education opportunity provision look like? In particular – what is the curriculum expected and is there a training program designed?  Is there any necessary background needed by staff to provide this training?  How often and how much advance notice would be provided? |
| **Answer** | |
| Training opportunities will be coordinated by DBVI and in collaboration with the awarded Bidder. BEP will not require Bidder or their employees to be specifically trained to work with people who are blind or visually impaired, however, expectation is they will be willing to work with DBVI and job coaches who have disability specific expertise; Frequency and notice for training opportunities will be coordinated with the awarded Bidder and DBVI staff. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part II – G Page 9 | What is the legislation schedule?  What is the percentage of participants that must report in-person vs remotely?  How would deviations to the schedule be reported to the bidder?  What is the population of staff in the building and what are the rules surrounding in person vs remote work? Is there a set schedule for remote work or does it vary by employee? |
| **Answer** | |
| Legislature schedule will be provided in advance, however, the full session typically runs from December until early summer. Requests can be made for advance notification of any deviation in session schedule. The Department is unable to answer the percentage of participants and schedules of remote work due to the variance of each department/bureau/division’s telework policies. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part II H -Page 9 | Would the BEP consider subsidizing labor cost to man the café using commission funds earned from the café and Market?  Would the BEP consider subsidizing café service to ensure sustainability through deductions to commission earned or other means?  Is the BEP open to sales hurdle amounts to be considered for commission payment? |
| **Answer** | |
| BEP will not subsidize labor costs.  BEP will not subsidize café service.  BEP is open to discussion with the awarded Bidder regarding sales hurdle amounts considered for commissions. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part III A Page 11 | What is the date and time of the Bidders’conference? |
| **Answer** | |
| The Department opted out of the Bidders Conference option and is using submitted questions only. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Appendix F Page 26 | Can we see sales volume broke out between the Market and Café services? |
| **Answer** | |
| The Department is unable to provide this information. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| N/A | Are there any current BEP Managers interested in subcontracting or partnering? |
| **Answer** | |
| The Department is unable to answer this question. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| N/A | Is there storage space to store product |
| **Answer** | |
| Yes, storage space is available. | |