

State of Maine RFP / Proposal Master Score Sheet

Instructions: Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

SCORESHEET FOR RFP#201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities									
PROPOSAL SUBMITTED BY:		Augusta Civic Center		Cross Insurance Center		Jeff's Catering & Event Center		Lafayette Hotels DBA Senator Inn & Spa	
COST:		Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>
EVALUATION ITEM	POINTS AVAIL.			<i>Ineligible for Consideration</i>		<i>Ineligible for Consideration</i>			
Section I: Organization Qualifications and Experience	30	30		0		0		20	
Section II: Proposed Services	35	30		0		0		30	
Section III: Cost Proposal	25	20		0		0		20	
Section IV: Maine Business and Economic Impact Consideration	10	6		0		0		10	
TOTAL	<u>100</u>	<u>86</u>		<u>0</u>		<u>0</u>		<u>80</u>	
PROPOSAL SUBMITTED BY:		Ocean Properties Hotels, Resorts & Affiliates		Sunday River		Sugarloaf Mountain Hotel and Conference Center		University of Maine Hutchinson Center	
COST:		Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>	Cost:	<i>See Price List</i>
EVALUATION ITEM	POINTS AVAIL.	<i>Ineligible for Consideration</i>				<i>Ineligible for Consideration</i>			
Section I: Organization Qualifications and Experience	30	0		25		0		30	
Section II: Proposed Services	35	0		33		0		33	
Section III: Cost Proposal	25	0		20		0		25	
Section IV: Maine Business and Economic Impact Consideration	10	0		8		0		6	
TOTAL	<u>100</u>	<u>0</u>		<u>86</u>		<u>0</u>		<u>94</u>	



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES
Bureau of Business Management
Division of Procurement Services

Alexander E. Porteous
Commissioner

Paul R. LePage
Governor

August 6, 2018

Earl@augustaciviccenter.org
Augusta Civic Center
Earl Kingsbury, Director
76 Community Drive
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Kingsbury:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

- Augusta Civic Center
- Lafayette Hotels d/b/a Senator Inn & Spa
- Sunday River
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The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders 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,



Denice M. Baron
Procurement Analyst II

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).



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August 6, 2018

sbarnes@senatorinn.com
Lafayette Hotels d/b/a Senator Inn & Spa
Stacy Barnes or Holly Gessner
284 Western Avenue
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Ms. Barnes:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,



Denice M. Baron
Procurement Analyst II

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August 6, 2018

sdacko@sundayriver.com
Sunday River
Steve Dacko
15 South Ridge Road
Newry, ME 04261

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Dacko:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,



Denice M. Baron
Procurement Analyst II

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August 6, 2018

Kim.raymond@maine.edu
University of Maine Hutchinson Center
Kim Wilson-Raymond, Conference &
Administrative Coordinator
80 Belmont Ave.
Belfast, ME 04915

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Ms. Wilson-Raymond:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,



Denice M. Baron
Procurement Analyst II

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August 6, 2018

Jessica Stark@comcastspectacor.com
Cross Insurance Center
Jessica Stark, Sales & Event Manager
515 Main Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Ms. Stark:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,



Denice M. Baron
Procurement Analyst II

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August 6, 2018

jeff@jeffscatering.com
Jeff's Catering & Event Center
Jeff Ashe, President/Owner
15 Littlefield Way
Brewer, ME 04412

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Ashe:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Denice M. Baron
Procurement Analyst II

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August 6, 2018

Kyle.manning@oceanprop.com
Ocean Properties Hotels, Resorts & Affiliates
Kyle Manning
1000 Market St. Building 1, Suite 2
Portsmouth, NH 03801

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Manning:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in blue ink that reads "Denice M. Baron". The signature is written in a cursive, flowing style.

Denice M. Baron
Procurement Analyst II

STATEMENT OF APPEAL RIGHTS

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August 6, 2018

slavertu@sugarloaf.com
Sugarloaf Mountain Hotel and Conference Center
Scott Lavertu, Conference Sales Manager
5092 Access Road
Carrabassett Valley, ME 04947

SUBJECT: Notice of Conditional Contract Awards under RFP #201803033 Pre-Qualified Vendor List for Conference and Meeting Facilities

Dear Mr. Lavertu:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for a Pre-Qualified Vendor List for Conference and Meeting Facilities. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,



Denice M. Baron
Procurement Analyst II

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Augusta Civic Center
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine	X	
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience (Max: 30 Points)	30	
Section II. Proposed Services (Max: 35 Points)	30	
Section III: Cost Proposal (Max: 25 Points)	20	
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)	6	
TOTAL POINTS (Max: 100 Points)	86	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Augusta Civic Center
DATE: 7/31/18

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: 30

Evaluation Team Comments:

Location – Region #2, Augusta and just off I-95 central Maine
Space Availability – 24,500sf Auditorium and 23 meeting rooms (49,000 total sf of space)
Provided Room Name, Capacity and Details - Yes
Technology, Rental and Support – Onsite 90% of AV needs, many rentals and support offered, state of the art WiFi
Food – In house catering
Lodging – No onsite lodging (1000 rooms available within minutes) and did not provide off site options
Parking – Ample on-site
Reservation Plan – Provided, simple and easy
State's Cancellation Policy – Will honor
Floor Plans – Provided
Map – Provided with directions
Sample Menus – Provided
ADA Compliant - yes

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Augusta Civic Center
DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25 Score: 20

Evaluation Team Comments:

Rate Sheet – Seems complete and reasonable
Per Diem Rates – Did not disclose
Parking Fees - \$2/attendee for major events

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Augusta Civic Center
DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: 6

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	14.0	14.0	100%
Payroll:	\$677,038	\$677,038	100%
Average percent of MAINE BUSINESS ANALYSIS:			100 %

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	Exempt	
Property Taxes Paid (Local):	Exempt	
Wages to Maine Residents:	\$677,038	
Payments to Maine Subcontractors Estimated:	\$205,000	
Sum of MAINE ECONOMIC IMPACT:		\$882,038

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	6
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Cross Insurance Center
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine		
The proposal received was missing several evaluation documents, including: a signed Debarment Form and a signed Proposal Cover Page, Maine Business and Economic Impact Consideration, No Cost Proposal for Meeting Space & Equipment, Financial Reports, Litigation, Insurance, Supplemental Cancellation Plan, Reservation Plan. The team felt due to the lack of several evaluation documents, this proposal could not be evaluated and was deemed ineligible for consideration.		X
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience	(Max: 30 Points)	
Section II. Proposed Services	(Max: 35 Points)	
Section III: Cost Proposal	(Max: 25 Points)	
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	
TOTAL POINTS	(Max: 100 Points)	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Cross Insurance Center
DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25 Score: _____

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Cross Insurance Center
DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: _____

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	XX	XX	XX %
Payroll:	XX	XX	XX %
Average percent of MAINE BUSINESS ANALYSIS:			XX %

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$ XX	
Property Taxes Paid (Local):	\$ XX	
Wages to Maine Residents:	\$ XX	
Payments to Maine Subcontractors Estimated:	\$ XX	
Sum of MAINE ECONOMIC IMPACT:		\$ XX

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	XX
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Jeff's Catering & Event Center
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine		
The proposal received was missing several evaluation documents, including: Maine Business and Economic Impact Consideration, no detailed submitted Cost Proposal Form (provided web-site address as an alternate), Financial Reports, Litigation, Insurance, diagram of facility, area map, sample menus, Supplemental Cancellation Plan, Reservation Plan. The team felt due to the lack of several evaluation documents, this proposal could not be evaluated and was deemed ineligible for consideration.		X
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience	(Max: 30 Points)	
Section II. Proposed Services	(Max: 35 Points)	
Section III: Cost Proposal	(Max: 25 Points)	
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	
TOTAL POINTS	(Max: 100 Points)	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: Jeff's Catering & Event Center

DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25

Score: _____

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
 RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
 BIDDER: Jeff's Catering & Event Center
 DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: _____

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	XX	XX	XX %
Payroll:	XX	XX	XX %
Average percent of MAINE BUSINESS ANALYSIS:			XX %

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$ XX	
Property Taxes Paid (Local):	\$ XX	
Wages to Maine Residents:	\$ XX	
Payments to Maine Subcontractors Estimated:	\$ XX	
Sum of MAINE ECONOMIC IMPACT:		\$ XX

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	XX
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Lafayette Hotels DBA Senator Inn & Spa
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine	X	
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience (Max: 30 Points)	20	
Section II. Proposed Services (Max: 35 Points)	30	
Section III: Cost Proposal (Max: 25 Points)	20	
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)	10	
TOTAL POINTS (Max: 100 Points)	80	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Lafayette Hotels DBA Senator Inn & Spa
DATE: 7/31/18

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: 30

Evaluation Team Comments:

Location – Region #2, Augusta and just off I-95 central Maine
Space Availability – 4 meeting rooms 50-150 persons
Provided Room Name, Capacity and Details – Yes
Technology, Rental and Support – Basic AV services and subcontracts to Headlight Audio for larger needs
Food – On-site Catering
Lodging – 124 rooms on-site
Parking – On-site
Reservation Plan – phone number for sales office
State's Cancellation Policy – full meal charged if cancelled 2-wks prior to event.
Floor Plans – yes
Map - yes
Sample Menus - yes
Items of Concern: Indemnification language, deposits and non-refundable, wall dividers
ADA Compliant - undisclosed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: Lafayette Hotels DBA Senator Inn & Spa

DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25

Score: 20

Evaluation Team Comments:

Rate Sheet – Yes seems reasonable, however meeting room costs seem to be tied into food costs.
Per Diem Rates – Government Packages for food and lodging
Deposits that are non-refundable
Food and beverage rates subject to change

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Lafayette Hotels DBA Senator Inn & Spa
DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: 10

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	1200	919	77%
Payroll:	\$22,324,050	\$18,282,548	82%
Average percent of MAINE BUSINESS ANALYSIS:			80 %

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$0.00	
Property Taxes Paid (Local):	\$ 1,910,267	
Wages to Maine Residents:	\$18,282,548	
Payments to Maine Subcontractors Estimated:	\$ 2,000,000	
Sum of MAINE ECONOMIC IMPACT:		\$22,192,815

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	10
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NOTE: Team had discussion regarding submitted amounts (bidder vs. facility), however it was decided to award the full points.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Ocean Properties Hotels, Resorts & Affiliates
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine		
The proposal received was missing several evaluation documents, including: Debarment Form, Qualifications & Experience Form, Maine Business and Economic Impact Consideration, Financial Reports, Litigation, Insurance, Supplemental Cancellation Plan, Reservation Plan, Area Map, and Room Rental Costs. The team felt due to the lack of several evaluation documents and the failure to submit a separate proposal for each facility, this proposal could not be evaluated and was deemed ineligible for consideration.		X
	<u>Points Awarded:</u>	
Numerical Score:		
Section I. Organization Qualifications and Experience (Max: 30 Points)		
Section II. Proposed Services (Max: 35 Points)		
Section III: Cost Proposal (Max: 25 Points)		
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)		
TOTAL POINTS (Max: 100 Points)		

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: Ocean Properties Hotels, Resorts & Affiliates

DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25

Score: _____

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: Ocean Properties Hotels, Resorts & Affiliates

DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: _____

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	XX	XX	XX %
Payroll:	XX	XX	XX %
Average percent of MAINE BUSINESS ANALYSIS:			XX %

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$ XX	
Property Taxes Paid (Local):	\$ XX	
Wages to Maine Residents:	\$ XX	
Payments to Maine Subcontractors Estimated:	\$ XX	
Sum of MAINE ECONOMIC IMPACT:		\$ XX

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	XX
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sunday River
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine	X	
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience (Max: 30 Points)	25	
Section II. Proposed Services (Max: 35 Points)	33	
Section III: Cost Proposal (Max: 25 Points)	20	
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)	8	
TOTAL POINTS (Max: 100 Points)	86	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sunday River
DATE: 7/31/18

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: 33

Evaluation Team Comments:

Location – Region #3, Newry
Space Availability – 23,000 sf, 14 rooms (25-650)
Provided Room Name, Capacity and Details - Yes
Technology, Rental and Support – AV and Equipment available
Food – In house catering
Lodging – 485 rooms on-site
Parking – plenty onsite
Reservation Plan – Yes for overnight rooms.
State’s Cancellation Policy – Supplemental Cancellation Policy not favorable to State
Floor Plans - Yes
Map – Yes with directions
Sample Menus - Yes
ADA Compliant – undisclosed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sunday River
DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25 Score: 20

Evaluation Team Comments:

Rate Sheet – Yes, however some rates are in a range and not specific
Per Diem Rates – nothing provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sunday River
DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: 8

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	1,324.0	1,165.0	88%
Payroll:	\$6,543,142	\$5,757,965	88%
Average percent of MAINE BUSINESS ANALYSIS:			88%

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$0	
Property Taxes Paid (Local):	\$378,182	
Wages to Maine Residents:	\$5,757,956	
Payments to Maine Subcontractors Estimated:		
Sum of MAINE ECONOMIC IMPACT:		\$6,136,138

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	8
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sugarloaf Mountain Hotel and Conference Center
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine		
The proposal received was missing several evaluation documents, including: signed Debarment Form, Cost Proposal rate sheet, Financial Reports, Litigation, Supplemental Cancellation Plan. Additionally, the Maine Business and Economic Impact Consideration Form stated that due to a purchase transaction the bidder was not at liberty to disclose some information. The team felt due to the lack of several evaluation documents, this proposal could not be evaluated and was deemed ineligible for consideration.		X
	<u>Points Awarded:</u>	
Numerical Score:		
Section I. Organization Qualifications and Experience (Max: 30 Points)		
Section II. Proposed Services (Max: 35 Points)		
Section III: Cost Proposal (Max: 25 Points)		
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)		
TOTAL POINTS (Max: 100 Points)		

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: Sugarloaf Mountain Hotel and Conference Center

DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25

Score: _____

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: Sugarloaf Mountain Hotel and Conference Center
DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10 Score: _____

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	Summer = 300 Winter = 950	300.00	100 %
Payroll:	See Notes		
Average percent of MAINE BUSINESS ANALYSIS:			100%

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	See Notes	
Property Taxes Paid (Local):	See Notes	
Wages to Maine Residents:	See Notes	
Payments to Maine Subcontractors Estimated:	See Notes	
Sum of MAINE ECONOMIC IMPACT:		\$0

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	
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NOTES: We are currently not at liberty to disclose this information until the purchase transaction through Boyne Resorts has fully closed. Thank you for understanding.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: University of Maine Hutchinson Center
DATE: 7/31/18

Instructions: *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

DEPARTMENT NAME: Department of Administrative and Financial Services
NAME OF RFP COORDINATOR: Denice Baron
NAMES OF EVALUATORS: Jennifer Tarr, Heidi Peckham and Denice Baron

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ Facility must be located within the state of Maine	X	
<u>Points Awarded:</u>		
<u>Numerical Score:</u>		
Section I. Organization Qualifications and Experience (Max: 30 Points)	30	
Section II. Proposed Services (Max: 35 Points)	33	
Section III: Cost Proposal (Max: 25 Points)	25	
Section IV: Maine Business and Economic Impact Consideration (Max: 10 Points)	6	
TOTAL POINTS (Max: 100 Points)	94	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: University of Maine Hutchinson Center

DATE: 7/31/18

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35

Score: 33

Evaluation Team Comments:

Location – Region #2, Belfast
Space Availability – meeting space 5-350 persons, large conference space, small board rooms, specialty labs, extended hours evenings and weekends, smoke free campus
Provided Room Name, Capacity and Details - Yes
Technology, Rental and Support – Yes and private WIFI is available upon request
Food – Offers two preferred caters (Bell the Cat, Inc. and Rollies Remote Catering)
Lodging – Offers two preferred hotels (The Fireside Inn and the Belfast Harbor Inn)
Parking – ample private parking available
Reservation Plan – none provided
State's Cancellation Polity – honors state policy
Floor Plans – Yes
Map – Yes and directions
Sample Menus - Yes
ADA Compliant - Yes

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
BIDDER: University of Maine Hutchinson Center
DATE: 7/31/18

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25 Score: 25

Evaluation Team Comments:

Rate Sheet – Yes and rates appear to be reasonable
Per Diem Rates – Both caterers can provide options within the State of Maine’s per diem rates. Government lodging rates are available for State of Maine employees.
No deposit is required pre-event.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER: University of Maine Hutchinson Center

DATE: 7/31/18

**EVALUATION OF SECTION IV
Maine Business and Economic Impact Consideration**

Total Points Available: 10

Score: 6

MAINE BUSINESS ANALYSIS			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	8.0	8.0	100%
Payroll:	\$374,447	\$374,447	100%
Average percent of MAINE BUSINESS ANALYSIS:			100%

1-74%:	2 points
75-100%:	4 points

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	Tax exempt	
Property Taxes Paid (Local):	Tax exempt	
Wages to Maine Residents:	\$374,447	
Payments to Maine Subcontractors Estimated:	\$210,815	
Sum of MAINE ECONOMIC IMPACT:		\$585,262

\$1 - \$1,000,000:	2 points
\$1,000,001 - \$10,000,000:	4 points
>\$10,000,000:	6 points

Total Points for Maine Business and Economic Impact Consideration:	6
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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Augusta Civic Center

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

✓ P	Region 2 - Facility owned by City of Augusta
✓ P	Maine Economic impact \$888,038
✓ P	49,000 total square feet
✓ P	23 meeting rooms / Main auditorium / 2 Ballrooms
✓ P	40+ years
✓ P	No litigation
✓ P	1000 rooms located w/i minutes of facility
✓ P	Separate dining room could be designated
✓ P	AV - can accommodate most events (Screens, sound, LCD projectors.) Handle 90% AV in house
✓ P	"State of the art" WIFI - constantly upgraded
✓ P	Smokefree
✓ P	ADA Compliant
✓ P	Full in-house catering (3 FT chef mg + 20 PT servers)
✓ P	Project 2: 1200 wireless devices on WIFI at once - no problems
✓ P	meals + box lunches available
✓ P	Solid Projects - between 400-1000 attendees
✓ P	Auditor's Report (CRKO)
✓ P	Main Auditorium (\$1500/day non-revenue - \$850/day banquet)
✓ P	Main Bldg - 1st Floor (11 Rooms \$185-\$285) 4 Hrs - (\$135-\$385) All day
✓ P	Main Bldg - 2nd Floor (6 Rooms 160-180) 4 Hrs - (\$210-235) All day
✓ P	North Wing - 1st Floor - 3 rooms separate or all together
✓ P	" " 2nd Floor - 3 rooms sep. or together plus main lounge
✓ P	Double or Triple Combo Rooms available
✓ P	50% discount - for any rooms serving full sit-down meals
✓ P	AV/Prod Equip - good breakdown
✓ P	no on-site lodging
✓ P	Screen sizes? Are all projectors LCD/backlit?
✓ P	Tech Support on site for set-up and during event?
✓ P	Diagrams of meeting rooms? Dimensions?
✓ P	Appendix D - not put into the provided spreadsheet to indicate max. capacities for classroom, theater, banquet, etc.
✓ P	Parking fee?
✓ P	Reservation plan provided

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Augusta Civic Center

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Region #2 (Augusta)
P	24,500 sf Auditorium + 23 mtg rooms - Great facility lots of Room 40 years exp.
P	In house Catering + booth Equip. - however more elaborate A/V Company recommended. Litigation - None Acc handles 90% of all AV needs. Close to I-95
P	State of Art WiFi @ no charge - constantly updating (50-1200 technology conf. - very successful)
	Catering - allow special dietary requests.
	Financial Reports - good standing
	Cert. of Ins. - current

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Augusta Civic Center

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

P Provided a detailed Room Setup (Style, size, capacity etc.)

Diagram of facility - 1+2 levels

Area map provided

Sample menus

P Supplementary Cancellation Policy - Acc honors States
Policy in Section IV-Part II K.

Provided Reservation Plan - Simple + EASY for Departments

Provided Room Rental Rates + Rate sheet

Parking Charges?

* Bar policy - Do not make part of any contract if awarded

ME Business Analysis - looks reasonable

References - yes

M/Q

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Cross Insurance Center

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Region 4 - Bangor
P	No attendance figures provided for 3 projects (App C)
P	16,000 square foot ballroom
	Since 2014
P	4500 sq. ft. prefunction space - very functional from past experience with Elections Conference
P	11 Meeting Rooms
P	Ballroom 1, 2, 3, 5, 6, 7 one room or can be split
P	Audio/Visual avail in all rooms listed
P	Dining avail in all rooms listed
P	Detailed price list not included? Box not checked p. 31
P	Large selection of menus
P	Economic impact included?
P	Ballroom 4
P	Lettered Meeting Rooms (A-D) 5
P	Numbered Meeting Rooms (1-6) 6
P	Clear breakdown of Rooms + capacities
P	AV Specs?
	Prev. experience - costs were higher than expected and specs needed to be very detailed.
	Will pricing include an A/V tech for entirety of event?
P	Full in house catering - excellent food.
	M - no onsite lodging, but hotel across street (casino)
M	Non-responsive to several forms

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Cross Insurance Center

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

Region #4 (Bangor)
Operation since 2014
16,000 SF Grand Ballroom + 4500 SF pre-function space
'Split into 7-Rooms?
Add'l 11-mtg rooms organized in all shapes
Provided Room Names, styles, capacities as well as a more detailed CIC form.
Full colored catering menu - Some pricing above allowable per diem
↓ meeting Packages - Better pricing packages.
Bar policy / pricing - Do not make part of any Contract if Awarded
Club level - Atrium cafe, Southwest wing Arena Southeast wing arena, the overlook cafe

References - yes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Cross Insurance Center

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

Facility map
No information provided on the following:
- Debarment form - No signature -
- MBEIC - Blank
- meeting space + equipment - No Cost Proposal
- Financial Reports - None
- Litigation - nothing provided
- Insurance - nothing provided.
- Wifi capabilities
- Supplemental Cancellation policy
- Reservation plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Jeff's Catering & Event Center

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Region 4- Brewer
	Dept of Education
Q	Dept of Transportation } Org + Quals
	Marine Army National Guard
P	Multiple long term contracts + multiple locations
Q	No attendee figures provided in Appendix C.
	Largest Room 6487 Sq ft.
P	6 Rooms
P	A/V Avail in all rooms
P	Dining Avail in all rooms
Q	Appendix E - Box not checked indicating inclusion of of detailed price list.
Q	No Economic impact?
m	No diagrams of facility space
m	No lodging on site
m	No menus

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Jeff's Catering & Event Center

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

Region #4 (Brewer)	
In Business since 1985	
6 Room setups 2279 1929-6487 sq	in size
Accommodates 100-922 persons	
Cost+proposal - www.jeffscatering.com	
docs offer as little as \$16 pp all fees/rentals	
References - yes	
Incomplete proposal - missing:	
Litigation info	Submitted cost (non-website)
Financial Reports	Sample menus
Cert. of Insurance	Supplementary Cancellation policy
Diagram of facility	Reservation Plan
Area map	MBEIC

M

M

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Lafayette Hotels DBA Senator Inn & Spa

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Region 2 - Augusta
✓ P	Details + Experience; 2 Projects listed 150 and 50 attendees
✓ P	On-site lodging 124 hotel rooms / blocks available.
	Honor Govt per diem rates for single economy
	queens and standard rooms.
✓ P	Chosen "best of the best meeting and banquet
	facility" by citizens and business people of KV
	for 10 years.
✓ P	Basic AV Service - contract out to Headlight AV in
	Portland for services beyond basic mic and LCD
	projector.
✓ P	Maine owned + operated.
✓ P	Lafayette Hotels, parent company, own several other
	facilities. Economic impact? Overstated?
	4 Rooms
✓ P	A/V Avail in all rooms
✓ P	Dining Capabilities Avail in all rooms
✓ P	Diagrams included
✓ P	Defaulted price list included. Box checked on p. 36
✓ P	Room Dividers? (under Banquet Facilities - Terms + Conditions)
✓ P	Breakdown of AV Equip.
✓ P	Economic Impact listed \$22,192,815 Senator only or all Lafayette
	Hotels?
	capacity for attendees relatively small.
	Good for smaller group, however

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Lafayette Hotels DBA Senator Inn & Spa

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

	Region # 2 (Augusta)
	Department signed
	124 Hotel Rooms
P	Gov't per-diem in single economy Queen + standard Rooms.
P	Best mtg + Banquet facility by citizens/business people in Kennebec County for over 10yrs.
P	Basic AV svcs + sub contract to Headlight Audio visual for larger needs
	References - yes
	Certificate of Insurance - current
	4 Room options 50-150 persons
	Facility map + Room designs provided

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Lafayette Hotels DBA Senator Inn & Spa

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Menu - Government Rate Package
	Per Diem ? yes
	Terms + Conditions - "Room rental
	fees are considered your event <u>Deposit</u>
	+ are <u>non-refundable</u> "
	Equipment Rate sheet provided
	MB+IEIC Included for <u>all</u> Hotels/Businesses
m	No litigation details
m	No financial Viability info
m	No Supplemental Cancellation policy - not provided
m	No Reservation Plan

See their terms + conditions language

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Ocean Properties Hotels, Resorts & Affiliates

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

- Portland Marriott @ Sable oaks
- Holiday Inn Express + Suite
- Samsco + (Rockport)
- Harborside Hotel + marina (Bar Harbor)
- Bar Harbor Regency (Bar Harbor)
- West Street Hotel (Bar Harbor)

M

Five Hotels - one proposal

* - Did not follow instructions in RFP. Seperate proposal for each facility

Portland marriott @ Sable OAKS } S. Portland Region #1
 Holiday Inn Express + Suites }
 Additional Hotel Info Available upon Request.

Proposed Svcs for Ptd Marriott @ Sable OAKS

5 Rooms 60-900 persons (state form)
 10 Rooms provided on more detailed layout.

Catering menu (including Adult Beverage/Bar)

Credit card or Cash Deposit booking

Colored facility + room pictures

M

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Ocean Properties Hotels, Resorts & Affiliates

DATE: 7-18-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

Equipment, AV, technology rate sheet provided
Indoor map layout
Incomplete proposal - missing:
litigation info
Department form
Qualification + Experience form/info
Financial Reports
Cert. of Insurance
Area map
Room Rental Costs
Supplementary Cancellation Policy
Reservation Plan
MBEIC

No References

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Sunday River

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

✓	P	Region 3- Newry
✓	P	Events ranging from 50-500 attendees
✓	P	23,000 sq. feet function space
✓	P	2 Grand Resort Hotels and mountain inn on site
		- 232 room Grand Summit Hotel
		- 186 room Jordan Hotel
		- 67 room Snow Cap Inn
✓	P	All conference related events handled under 1 roof
✓	P	In house A/V.
		Prior experience - good in house A/V, 2 screens up front, 1 on each side. Good visibility for the 300 attendees at Elections conference.
✓	P	3 Solid Projects w/ attendance listed
		- Elections Conference (2013, 2016, 2018) } 950+
		- Maine Office of Tourism (2016) } 420+
		- MRS Property Tax Institute (2016, 2018) } 40+
✓	P	14 Rooms listed
✓	P	All rooms A/V Avail
✓	P	All rooms Dining capabilities
✓	P	Diagrams included
✓	P	Cancellation policy - loss of revenue
✓	P	Detailed price list enclosed, Box checked.
✓	P	Detailed price list for food + Bev
✓	P	Detailed price list - A/V Equipment
✓	P	Detailed menus included. Bagged + box lunches
✓	P	Restaurant on-site
✓	P	Economic Impact \$ 6,136,138

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Sunday River

DATE: 7/20/18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

Region #3 - Newry
Size of Events (50-500) 23,000 SF
lodging of site
In house catering
AV + Equipment
Liability Ins. - outdated (2012)
14 Rooms (25-650)
Area map w/ directions
Base Area map
Floor plans
Sample menu
Cancellation policy
Reservation Plan - for Conference planning too?

M

Q

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Sugarloaf Mountain Hotel and Conference Center

DATE: 7/30/18

EVALUATOR NAME: Heidi Peckham

EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

✓	Region 3 - Carrabassett Valley
✓	Appendix B (pg 2) No signature
✓	28,000 sq. ft. Meeting Space
✓	Alford Competition Center - "reconstructed to include a conference space to accommodate extra 130 guests"
✓	Honor Lodging per diem rate
✓	Honor meal per diem rate
✓	Projects - Maine State Bar Assoc (no # for attendance)
	- Speaking up for us - 120 attendees w/ special needs
	- Rotary Club - 250 attendees (developed a maine based menu for this event)
✓	King Pine - 8,000 sq. feet (largest space)
✓	Free WiFi - BlueStream network, Wireless @ hotel
✓	On-site lodging
✓	ADA compliant
✓	All rooms "non-smoking"
✓	Multi-stall restroom facilities
✓	Rooms: King Pine, Maple, Narrow Gauge, Carrabassett A/B, Caribou, Blanchard, Gondola Room
	Capacity 16-450 classroom style
	25-800 Theater Style
	20-468 Banquet Style
✓	Diagrams provided
✓	Per Diem Hotel rate provided \$93
✓	Detailed price list included. Box checked p. 1
✓	Economic impact. \$?? Says to see notes?

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Sugarloaf Mountain Hotel and Conference Center

DATE: 7/20/18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

m

Region #3 (Carrabassett Valley)
Debarment form - unsigned
28,000 sf mtg space - lodging on site
Honors lodging + Per Diem Rates
Liability Ins. - Current
New HDMI Projectors
AV + Internet Capabilities
7 Conference Rooms (16 - 800 persons)
Facility Layout
Per Diem Proposed menu

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: Sugarloaf Mountain Hotel and Conference Center

DATE: 7/20/18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

M	\$50 reservation processing fee?
	Room Reservation # - Is this for conferences also?
Q	Cost Proposal Scenario
Q	MBEIC - Non-disclosure due to purchase transaction
	No Items of the following:
	Litigation
	Financial Viability
	Area map
	Supplementary Cancellation Policy

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201803033
 RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities
 BIDDER NAME: University of Maine Hutchinson Center
 DATE: 7/30/18
 EVALUATOR NAME: Heidi Peckham
 EVALUATOR DEPARTMENT: Secretary of State

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

	Region 2 - Belfast		
✓ P	Hosted 370 event days w/ 20,000 participants over last fiscal year		
	Annual revenue for conference services \$127,000		
	3,900 sq. ft Conference Center (Small venue)		
	104 seat (theater style)		
✓ P	Conference Center - 200 in rounds or 350 theater		
✓ P	Leading edge technology, video conferencing tools		
✓ P	Private or public WiFi available		
✓ P	FT IT Support staff		
✓	Works w/ 2 professional caterers (Bell the cat, Inc. and Rollies Remote Catering)		
✓ P	Can serve up to 350 attendees		
	3 Solid Projects:		
	- MRS - Tax School (2013 - present)	200 attendees	
	- Island Teachers Conference (2012 - present)	7120 "	
	- Belfast Senior College (6 consecutive wks)	up to 400	
✓ P	Litigation - 1 case pending, 3 cases settled w/ payments		
✓ P	Specialty labs		
✓ P	ADA compliant		
✓ P	Smoke free campus		
ⓐ + P	9 Rooms listed	Classroom 15-170 Theater 10-320 Banquet 10-200	} lists 350 above?
✓ M	Lodging is off-site		
✓ P	Diagram provided		
✓ P	Detailed price list included. Box checked		
✓ P	Conference room rate sheet included		
P	Economic impact \$585,262		

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

1 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: University of Maine Hutchinson Center

DATE: 7-20-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

Region #2 - Belfast
370 event days - nearly 20,000 participants
3900 sf Conf. Ctr
104 seat Auditorium
10 lg Breakout classrooms (Groups 5-350)
2 laboratory
2 computer
2 catering kitchens
1 Atrium
Video Conferencing + other AV Equip
WiFi (pub.c) - (Private if needed)
IT staff
2 catering Companies: Bell + the Cat, Inc. + Rollies Remote Catering
Litigation - included

Up to 350 people

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

2 of 2

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: University of Maine Hutchinson Center

DATE: 7-20-18

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

Financial Viability - web-links
Liability Cert - up to date
Smoke free Campus
Extended hrs operation - Weekends + Evenings
Public wifi - private wifi upon request
Catering - Bell the Cat, Inc or Kollies Remote Catering
Lodging - preferred Hotels - The fireside Inn or Belfast Harbor Inn
No Deposit Required
30-day Cancellation policy
Floor plan

State per diem rates
Block rates + Gov't Per diem Rates

Area map + directions

Menu

Rate sheet

MBE IC

No Reservation plan

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

BIDDER NAME: University of Maine Hutchinson Center

DATE: 7/30/2018

EVALUATOR NAME: Jennifer Tarr

EVALUATOR DEPARTMENT: Department of Education

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.

Individual Evaluator Comments:

Region 2
3900 sq ft Conference Center, 104 seats available, 10 Large breakout, ^{→ up to 50}
(200 parking spaces)
technology + IT support staff 5 to 350
2 caterers
parking, ADA compliant - weekend + evening hours
3 screens, wireless net.
no deposit required. - no charge for cancellation 30 days prior
Has Dining/Banquet Capacity
near Belfast
40 miles from Augusta
lodging off-site → 2 preferred hotels



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND
FINANCIAL SERVICES
Bureau of Business Management
Division of Procurement Services

Paul R. LePage
Governor

Alexander E. Porteous
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

I, Heidi Peckham accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.

Heidi M. Peckham
Signature

7/16/18
Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND
FINANCIAL SERVICES
*Bureau of Business Management
Division of Procurement Services*

Paul R. LePage
Governor

Alexander E. Porteous
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201803033
RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities


I, Jennifer Tarr accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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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Signature



Date



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Governor

Alexander E. Porteous
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201803033

RFP TITLE: Pre-Qualified Vendor List for Conference and Meeting Facilities

I, Denice Baron accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.

Denice M. Baron
Signature

7/16/18
Date