



STATE OF MAINE
Department of Defense, Veterans and
Emergency Management
Camp Keyes, SHS # 32
Augusta, Maine 04333-0033

Douglas A. Farnham
Major General
Commissioner

Janet T. Mills
Governor

01 October 2020

James W. Sewall Company
Attn: Mark Leathers
136 Center Street
Old Town, ME 04468

SUBJECT: Notice of Conditional Contract Award under RFP # 202008130,
Forest Management Plan Development

Dear Mr. Leathers:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Department of Defense, Veterans, and Emergency Management for Forest Management Plan Development. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- James W. Sewall Company

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,



Randy Bean
Contract Grant Specialist
Maine Military Bureau
(207)430-5664

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202008130
RFP TITLE: Forest Management Plan Development
BIDDER: James W Sewall Company
DATE: 01 October 2020

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 Defense, Veterans and Emergency Management
NAME OF RFP COORDINATOR: Randy Bean
NAMES OF EVALUATORS: Randy Bean, Tim Bickford, Joseph Wilson

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		Pass:	Fail:
◆			
◆			
◆			
		<u>Points Awarded:</u>	
Numerical Score:			
Section I. Organization Qualifications and Experience	(Max: 30 Points)		
Section II. Proposed Services	(Max: 30 Points)		
Section III: Cost Proposal	(Max: 40 Points)		
NO SCORE REQUIRED ONLY ONE BIDDER			
TOTAL POINTS	(Max: 100 Points)		

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TEAM CONSENSUS EVALUATION NOTES**

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

Total Points Available: 30 Score: _____

Evaluation Team Comments:

- Oldest forestry consulting firm in North America
- Maine business
- Performed the same service for connecting piece of property
- Performed well for other services for the Department
- Very qualified to perform the requested services
- Contractor is familiar with our digital data requirements

No Score Is Required Due to Single Bidder

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**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 30 Score: _____

Evaluation Team Comments:

- Expected total of 145 hours
- Will perform cover type mapping
- Provide timber inventory
- Provide report/management plan

No Score Is Required Due to Single Bidder

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TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202008130
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**EVALUATION OF SECTION III
 Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 40 Score: _____

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$14,800.00	÷	\$14,800.00	x	XX points	=	

Evaluation Team Comments:

No Score Is Required Due to Single Bidder



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202008130
RFP TITLE: Forest Management Plan Development

I, Randy Bean accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Department of Defense, Veterans and Emergency Management. 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.


Signature

10-1-2020
Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202008130
RFP TITLE: Forest Management Plan Development

I, Timothy Bickford accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Department of Defense, Veterans and Emergency Management. 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.

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DocuSigned by:

01 October 2020

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
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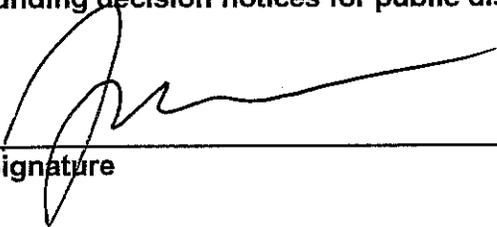
I, Joseph Wilson accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Department of Defense, Veterans and Emergency Management. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship 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.


Signature _____ Date 10/1/2020