

State of Maine
Master Score Sheet

RFP# 201803033			
PQVL For Conference and Meeting Facilities			
Bidder Name:		Schoodic Institute at Acadia National Park	Thomas College
Proposed Cost:		N/A	N/A
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	Pass
Section II: Organization Qualifications and Experience	40	40	30
Section III: Proposed Services	35	32	15
Section IV: Cost Proposal	25	17	20
TOTAL	<u>100</u>	<u>89</u>	<u>65</u>



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**Janet T. Mills
Governor**

**Kirsten Figueroa
Commissioner**

April 25, 2024

Megan Moshier, Director of Sales and Operations
Schoodic Institute at Acadia National Park
9 Atterbury Cir
Winter Harbor, ME 04693
mmoshier@schoodicinstitute.org

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

Dear Megan:

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 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 awards to the following bidders:

- Schoodic Institute at Acadia National Park
- Thomas College

The bidders listed above have met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed a contract with the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. Any Notice of Conditional Contract Award resulting from a Mini-Bid award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor(s). The vendor shall not acquire any legal or equitable rights relative to 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 and dissolve the Pre-Qualified Vendor List at any time.

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. 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,

DocuSigned by:
Michelle Fournier

2939B60E4826405...

Michelle Fournier
Procurement Planning Manager
Division of Procurement Services

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
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**Janet T. Mills
Governor**

**Kirsten Figueroa
Commissioner**

April 25, 2024

Cathy Dumont
180 West River Rd
Waterville, ME, 04901
Cathy.Dumont@Thomas.edu

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

Dear Cathy:

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 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 awards to the following bidders:

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- Thomas College

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Michelle Fournier
Procurement Planning Manager
Division of Procurement Services

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Schoodic Institute at Acadia National Park
DATE: 4/25/24

SUMMARY PAGE

Department Name: DAFS
Name of RFP Coordinator: Skye Laidler
Names of Evaluators: Michael McNeil, Michelle Fournier, Skye Laidler

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	30
Section III. Proposed Services	35	15
Section IV. Cost Proposal	25	20
<u>Total Points</u>	<u>100</u>	<u>65</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Schoodic Institute at Acadia National Park
DATE: 4/25/24

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided Preliminary Information

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Schoodic Institute at Acadia National Park
DATE: 4/25/24

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	30

Evaluation Team Comments:

- I. Overview of the Organization
 - Organization has been providing services for 20 years
 - Staff have 30 years of combined experience
 - Repurposed naval base; includes classroom facilities
 - Experience working with Federal and State government agencies
 - 3 projects varying in size in scope, offered examples of reoccurring projects; had contacts and references listed
- II. Litigation
 - Not provided
- III. Certificate of Insurances
 - Not Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Schoodic Institute at Acadia National Park
DATE: 4/25/24

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	35	15

Evaluation Team Comments:

- Did not provide narrative for services to be provided
- ADA Accessible facilities
- Single-occupancy lodging appears limited
- Cafeteria-style meals, but a buffet can be set up for an additional fee
 - o Can accommodate most dietary restrictions and allergies
- Space are all AV-compatible and have dining capabilities
- Different options for size/spacing, but appears limited
- No option for banquet seating
- No floor plans included, Appendix G could not be accessed
- No sample menus provided
- No mention about parking
- No mention of cancellation policy
- Ability to set up online registration and accommodate remote attendees

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Schoodic Institute at Acadia National Park
DATE: 4/25/24

**EVALUATION OF SECTION IV
Cost Proposal**

Score Weight	Score
25	20

Evaluation Team Comments:

- Provided
- Within per-diem/daily GSA rates for most lodging and food
- Did not include gratuity policy
- Did not include any costs associated with setup/breakdown

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Thomas College
DATE: 4/25/24

SUMMARY PAGE

Department Name: DAFS
Name of RFP Coordinator: Skye Laidler
Names of Evaluators: Michael McNeil, Michelle Fournier, Skye Laidler

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	40
Section III. Proposed Services	35	32
Section IV. Cost Proposal	25	17
<u>Total Points</u>	<u>100</u>	<u>89</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033

RFP TITLE: PQVL for Conference and Meeting Facilities

BIDDER: Thomas College

DATE: 4/25/24

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided Preliminary Information

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Thomas College
DATE: 4/25/24

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	40

Evaluation Team Comments:

- I. Overview of the Organization
 - Did not provide number of years of experience offering these services
 - Provided 3 examples of previous experience with one up to 950 attendees; examples are students and professionals
- II. Litigation
 - None
- III. Certificate of Insurance
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Thomas College
DATE: 4/25/24

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	35	32

Evaluation Team Comments:

- Much of the narrative was not included in File 3
- Provided description of lodging options
- All seating options available
- Large variety of options for capacity
- All spaces had AV capabilities
- Noted ample parking
- Able to meet catering needs, did not specifically address dietary restrictions or allergies
- Did not mention ADA accessibility
- Included floor plans
- Included sample menus
- Included cancellation policy
- Reservations can be made multiple ways, included reservation plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities
BIDDER: Thomas College
DATE: 4/25/24

**EVALUATION OF SECTION IV
Cost Proposal**

Score Weight	Score
25	17

Evaluation Team Comments:

- Provided cost proposal
- Provided half and full day rates
- Unclear what is included in equipment rentals/fees and for which space
- Meal costs unclear

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Schoodic Institute at Acadia National Park

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Region(s) Proposed: 4

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Nonprofit Research Learning Center located in Winter Harbor, ME
 - b. In 20th year of operation
 - c. Renovated campus, formerly a naval base. Buildings repurposed to include labs, classrooms, and meeting facilities
 - d. Senior staff members have over 30 years of experience in hospitality field
 - e. Experience working with federal and state government agencies
 - f. Experience hosting groups of various sizes for single and multi-day events

Experience

(3) Examples of prior events mentioned

- a. Hosted a variety of different events; provided meals and lodging
- b. History of repeat business with multiple clients
- c. Prior client examples appear to consist of smaller to medium-sized groups

2. Litigation
 - a. Not Addressed
3. Certificate of Insurance
 - a. Not Included

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. Conference/Meeting Space Rental
 - Free Wi-Fi included
 - Remote conference/event participation available
 - Wright Hall and Moore Auditorium are ADA accessible. Unclear if the remainder of the campus is also ADA accessible.
 - Onsite parking not addressed
 - b. Lodging

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Schoodic Institute at Acadia National Park

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

- Apartment style (1-4 bedroom units) and Dorm style (single 71-bed bunkhouse)
 - Limited number of single occupancy accommodations appear to be available
 - (2) ADA accessible units available
 - c. Meals
 - Served cafeteria style with option for buffet or plated service for an additional fee
 - Break/snack services delivered to meeting space
 - Meat and vegetarian options available
 - Able to accommodate most dietary restrictions and allergies
2. Proposed Services Form (Appendix D)
- a. Five (5) classroom style rooms; capacity 4-54
 - b. Three (3) theatre style rooms; capacity 50-125
 - Auditorium can be divided into smaller break out rooms
 - c. No Banquet style room available
 - d. All spaces have dining capabilities; most have A/V capabilities
 - e. Meals served in three (3) separate dining halls and a lounge area; seating capacity unclear
3. Attachments:
- a. #4 – Floor Plan for each Meeting Room
 - Not Provided
 - b. #5 – Floor Plan for Dining Area
 - Not Provided
 - c. #6 – Area Map
 - Not Provided
 - d. #7 – Sample Menus
 - Not Provided
 - e. #8 – Supplementary Cancellation Policy
 - Not Provided
 - f. #9 – Reservation Plan
 - Not Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Schoodic Institute at Acadia National Park

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Section III – Cost Proposal

1. Price List

- a. Meeting/Conference Space
 - Daily rates provided
- b. Lodging
 - Pricing provided
 - Rates ranging from \$28-\$155
 - Within daily GSA rates (excluding Rockefeller Hall)
- c. Meals
 - Seem to comply with daily GSA rates for the region
 - Gratuity policy not addressed
- d. Additional Supplies and fees
 - Supplemental A/V equipment pricing provided
 - IT/AV support services included for an additional fee
 - Unclear if there is a cost for setup and breakdown of events

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Schoodic Institute at Acadia National Park

DATE: 4/25/2024

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement

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(s) Proposed: 4

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Provided detailed response to Appendix C – Nonprofit partner of Acadia National Park, good description of campus and meetings spaces. Successfully hosted variety of groups in different sizes and needs. 30 years in hospitality field
 - b. Provided 3 project examples with references and contact information
 - c. 3 projects were varying in size and scope and two project examples were reoccurring.
2. Litigation – Did not provide response to litigation question
3. Certificate of Insurance – Did not provide insurance requirement

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. No narrative provided.
2. Proposed Services Form (Appendix D)
 - a. Completed Appendix D - Listed a wide variety of conference and meeting spaces with capacity details
 - b. All spaces are equipped with Audio Visual
 - c. All meeting spaces have dining capabilities
3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Not Provided
 - b. #5 – Floor Plan for Dining Area
 - i. Not Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Schoodic Institute at Acadia National Park

DATE: 4/25/2024

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement

- c. #6 – Area Map
 - i. Not Provided
- d. #7 – Sample Menus
 - i. Not Provided
- e. #8 – Supplementary Cancellation Policy
 - i. Not Provided
- f. #9 – Reservation Plan
 - i. Not Provided

Section III – Cost Proposal

1. Price List

- a. Schoodic provided itemized costs for meeting and facilities as well as lodging and dining

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Schoodic Institute

DATE: 4/25/24

EVALUATOR NAME: Skye Laidler

EVALUATOR DEPARTMENT: DAFS

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Individual Evaluator Comments:

Region(s) Proposed: 4

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. 20 Years of Operation, Research Learning Center
 - b. Located at Acadia National Park
 - c. Prior experience with large groups mentioned
 - d. Provided 3 examples of previous services offered; previous experience with Maine Forest Service
 - e. 30 years of experience in the hospitality field
2. Litigation
 - a. None listed
3. Certificate of Insurance
 - a. Not provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. Meals and Lodging mentioned; much of this information was listed in the Experience and qualifications section
 - b. ADA accessible facilities
 - c. Can accommodate up to 125 people in meeting spaces
2. Proposed Services Form (Appendix D)
 - a. Provided
3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Not Provided
 - b. #5 – Floor Plan for Dining Area
 - i. Not Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Schoodic Institute

DATE: 4/25/24

EVALUATOR NAME: Skye Laidler

EVALUATOR DEPARTMENT: DAFS

- c. #6 – Area Map
 - i. Not Provided
- d. #7 – Sample Menus
 - i. Not Provided
- e. #8 – Supplementary Cancellation Policy
 - i. Not Provided
- f. #9 – Reservation Plan
 - i. Not Provided

Section III – Cost Proposal

1. Price List

- a. Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Thomas College

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

Individual Evaluator Comments:

Region(s) Proposed: 2

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Business and Liberal Arts College located in Waterville, Maine
 - b. Ample parking onsite
 - c. (3) examples of prior events and conferences mentioned
 - Has accommodated events from 200-950 attendees
 - History of repeat business from clients
 - Organization, planning, and networking skills with outside vendors demonstrated
2. Litigation
 - a. None mentioned
3. Certificate of Insurance
 - a. Provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. Conference/Meeting Space Rental
 - Meeting spaces of varying sizes available
 - Capable of accommodating large groups to smaller sized breakout groups; capacity 20-1,300
 - All meeting spaces are equipped with Wi-Fi, projectors, screens, and a laptop
 - ADA accessible areas not addressed
 - b. Lodging
 - Overnight accommodations available
 - Quantity of single occupancy rooms available is unclear
 - c. Meals
 - Provide Breakfast, lunch, and dinner
 - Snacks not addressed
 - Options for dietary restrictions and food allergies not addressed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Thomas College

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

2. Proposed Services Form (Appendix D)
 - a. Classroom, Theatre, and Banquet style spaces available
 - b. All have audio/visual and dining capabilities.

3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - Floor plan and location of Boardroom, Fieldhouse, and computer lab unclear
 - b. #5 – Floor Plan for Dining Area
 - Included
 - c. #6 – Area Map
 - Included
 - d. #7 – Sample Menus
 - (2) Breakfast offerings, (2) lunch offerings, and (1) dinner offering. provided. Many different choices available within each offering.
 - e. #8 – Supplementary Cancellation Policy
 - Free cancellation if cancelled 30 days or more prior to scheduled start date.
 - f. #9 – Reservation Plan
 - Included

Section III – Cost Proposal

1. Price List
 - a. Meeting Rooms
 - Rates provided; broken down by half and full day rates
 - b. Equipment Rentals
 - List of daily technology fees provided ranging from \$75 – \$500; however, it is unclear what is included for each cost given
 - Unclear which meeting spaces are associated with each fee
 - Wi-Fi is included in the daily fee structure (not free)
 - c. Lodging
 - Lodging rates included for residence halls available for overnight accommodations
 - Rates broken down per person ranging from \$25-\$40/night
 - Rates are within daily GSA rates
 - d. Meals
 - Cost for single-day catered events unclear

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL For Conference and Meeting Facilities

BIDDER NAME: Thomas College

DATE: 4/24/2024

EVALUATOR NAME: Michael McNeil

EVALUATOR DEPARTMENT: DAFS/Procurement Services

- Pricing provided for two-day events with 50 guest minimum.
Pricing is within GSA daily rate
 - Unclear what the rate is for fewer than 50 guests.
 - Gratuity policy not mentioned
- e. Additional Fees Schedule
- Additional Maintenance cost associated with setup and break down of event

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Thomas College

DATE: 4/24/24

EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement

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Individual Evaluator Comments:

Region(s) Proposed: 2

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Provided detailed response to Appendix C - Dedicated to hosting a successful events meets needs and caters to audience, dynamic campus, whatever the size of event can accommodate
 - b. Provided 3 project examples with references and contact information
 - c. Project examples – Various types of project examples provided with variety of attendees smaller group to large number of attendees (students to professionals), these events have been reoccurring with Thomas for several years which speaks to their experience.
2. Litigation – NONE
3. Certificate of Insurance – Provided & meets requirement.

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. High level narrative regarding much of the requirements located on cost form: lodging options, wi-fi, equipment rentals, dining and additional menu options listed on cost form
 - b. Provided sample menu, cancellation policy, and reservation plan (attachments).
2. Proposed Services Form (Appendix D)
 - a. Completed Appendix D - Listed a wide variety of conference and meeting spaces with capacity details.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

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EVALUATOR NAME: Michelle Fournier

EVALUATOR DEPARTMENT: DAFS/Procurement

- b. All spaces are equipped with Audio Visual
- c. All meeting spaces have dining capabilities
- 3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Meets requirement-- Provided for multiple meeting rooms
 - b. #5 – Floor Plan for Dining Area
 - i. Meets requirement Provided floor plan for dining area
 - c. #6 – Area Map
 - i. Meets requirement—Provided area map
 - d. #7 – Sample Menus
 - i. Provided sample menu with a variety of food and indicated could meet dining needs
 - e. #8 – Supplementary Cancellation Policy
 - i. Provided cancellation policy but also includes termination provision that will need to be reviewed for conflicts with SOM terms
 - f. #9 – Reservation Plan
 - i. Reservation plan is clear and easy to follow

Section III – Cost Proposal

- a. Price List – Thomas provided itemized costs for meeting and facilities as well as lodging and dining

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Thomas College

DATE: 4/25/24

EVALUATOR NAME: Skye Laidler

EVALUATOR DEPARTMENT: DAFS

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Individual Evaluator Comments:

Region(s) Proposed: 2

Section I – Organization Qualifications and Experience

1. Overview of Organization (Appendix C)
 - a. Years of experience not listed
 - b. 3 examples of experience provided
2. Litigation
 - a. None
3. Certificate of Insurance
 - a. Provided

Section II – Proposed Services

1. Services to be Provided (response to Part II)
 - a. Provided, seems detailed
2. Proposed Services Form (Appendix D)
 - a. Provided
3. Attachments:
 - a. #4 – Floor Plan for each Meeting Room
 - i. Provided
 - b. #5 – Floor Plan for Dining Area
 - i. Provided
 - c. #6 – Area Map
 - i. Provided
 - d. #7 – Sample Menus
 - i. Provided
 - e. #8 – Supplementary Cancellation Policy
 - i. Provided
 - f. #9 – Reservation Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP# 201803033

RFP TITLE: PQVL FOR CONFERENCE AND MEETING FACILITIES

BIDDER NAME: Thomas College

DATE: 4/25/24

EVALUATOR NAME: Skye Laidler

EVALUATOR DEPARTMENT: DAFS

i. Provided

Section III – Cost Proposal

1. Price List

a. Provided



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Michael McNeil 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 and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

DocuSigned by:
Michael McNeil
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4/19/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Michelle Fournier 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.

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DocuSigned by:
Michelle Fournier
2939B60E4826405...

4/22/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP# 201803033
RFP TITLE: PQVL for Conference and Meeting Facilities

I, Skye Laidler 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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DocuSigned by:
Skye Laidler
A4ACB593AAA546F...

4/22/2024

Signature

Date