

**State of Maine**  
**RFP / Proposal Master Score Sheet**

<b>SCORESHEET FOR RFP# 201804057: Agricultural Direct Technical Assistance Grant</b>									
<b>PROPOSAL SUBMITTED BY:</b>		Baker Brook Farm		Ripley Farm		MFSN via HCCA		VitaminSea	
<b>COST:</b>		Cost:	\$9,400.00	Cost:	\$9764.00	Cost:	\$7,500.00	Cost:	\$10,000.00
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>								
J Bonenfant; M Macaluso; T Gordon; S Gilbert									
Section I: Organization Qualifications and Experience	(25)	20		25		25		25	
Section II: Proposed Services	(40)	25		35		20		23	
Section III: Cost Proposal	(25)	18		14		13		18	
Section IV: Maine Business and Economic Impact Consideration	(10)	6		0		6		0	
<b>TOTAL</b>	<b>100</b>	<b>69</b>		<b>74</b>		<b>64</b>		<b>66</b>	
<b>PROPOSAL SUBMITTED BY:</b>		Fragrance Farm.		MFT					
<b>COST:</b>		Cost:	\$15,033.29	Cost:	\$7,500.00				
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>								
Section I: Organization Qualifications and Experience									
Section I: Organization Qualifications and Experience	(25)	13		25					
Section II: Proposed Services	(40)	25		35					
Section III: Cost Proposal	(25)	17		20					
Section IV: Maine Business and Economic Impact Consideration	(10)	6		8					
<b>TOTAL</b>	<b>100</b>	<b>61</b>		<b>88</b>					



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE  
CONSERVATION AND FORESTRY

Paul R. LePage  
Governor

Walter E. Whitcomb  
Commissioner

AWARD NOTIFICATION LETTER

TO: Baker Brook Farm LLC

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Stephen O'Brien:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract* award(s) to the following bidder(s):

- Maine Farmland Trust
- Eugene Ripley, DBA Ripley Farm
- Baker Brook Farm LLC
- VitaminSea LLC
- Maine Farm to School Network at Healthy Communities of the Capital Area
- The Fragrance Farm Inc.


The Department will contact the aforementioned bidder(s) soon to negotiate a contract. As issued in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract. This Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The bidder 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,

A handwritten signature in cursive script that reads "Walter E. Whitcomb".

Walter E. Whitcomb  
Commissioner

## 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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AWARD NOTIFICATION LETTER

TO: Eugene Ripley DBA Ripley Farm

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Eugene Ripley:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract* award(s) to the following bidder(s):

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AWARD NOTIFICATION LETTER

TO: Maine Farm to School Network at Healthy Communities of the Capital Area

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Joanne Joy:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract* award(s) to the following bidder(s):

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AWARD NOTIFICATION LETTER

TO: Maine Farmland Trust

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Kristin Varnum:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract award(s)* to the following bidder(s):

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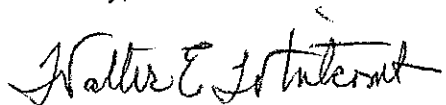
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AWARD NOTIFICATION LETTER

TO: The Fragrance Farm Inc.

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Lorie Costigan:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract* award(s) to the following bidder(s):

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Sincerely,

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Walter E. Whitcomb  
Commissioner

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AWARD NOTIFICATION LETTER

TO: VitaminSea LLC

DATE: July 2, 2018

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 201804057,  
Agricultural Direct Technical Assistance Grant

Dear Tom Roth:

This letter is about the Request for Proposals (RFP), issued by the State of Maine Department of Agriculture Conservation and Forestry for the Agricultural Direct Technical Assistance Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP. The Department hereby announces *conditional contract award(s)* to the following bidder(s):

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** The Fragrance Farm Inc.  
**DATE:** June 27, 2018

\*\*\*\*\*  
**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry  
**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm  
**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

\*\*\*\*\*

**SUMMARY PAGE**

		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section I. Organization Qualifications and Experience	(Max: 25 Points)	<b>13</b>
Section II. Proposed Services	(Max: 40 Points)	<b>25</b>
Section III: Cost Proposal	(Max: 25 Points)	<b>17</b>
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	<b>6</b>
<b>TOTAL POINTS</b>	(Max: 100 Points)	<b>61</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** The Fragrance Farm Inc.  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score:   13**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Extensive experience and longstanding

Minus/Question:

Incomplete information, not all submitted

Organizational chart not provided—is it implied?

Working relationship with project II not clear

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
RFP TITLE: Agricultural Direct Technical Assistance Grant  
BIDDER: The Fragrance Farm Inc.  
DATE: June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available: (40)                      Score:   25**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Automation and efficiency of process

Meets the scope

Potential market expansion opportunity

Minus/Questions:

What is the innovation? What is the technology? Lacks detail and description to understand what the innovation and technology and services would be.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** The Fragrance Farm Inc.  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Best value assessment of money, time, tasks, budget and match**

**Total Points Available: (25)                      Score:   17**

\*\*\*\*\*

**Evaluation Team Comments:**

- Description of money time and tasks are strengths
- Implementation of expanding processing is additional strength
- Provided budget
- Match is not clear

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
RFP TITLE: Agricultural Direct Technical Assistance Grant  
BIDDER: The Fragrance Farm Inc.  
DATE: June 27, 2018

\*\*\*\*\*

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

**Total Points Available:** (10)      **Score:**   6  

\*\*\*\*\*

<b>MAINE BUSINESS ANALYSIS</b>			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	2.5	2.5	100 %
Payroll:	\$33,783	\$33,783	100 %
<b>Average percent of MAINE BUSINESS ANALYSIS:</b>			<b>100 %</b>

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

4

<b>MAINE ECONOMIC IMPACT</b>		
	Total amount in Maine	
Income Taxes Paid (State):	\$ 4,206	
Property Taxes Paid (Local):	\$ 7,571	
Wages to Maine Residents:	\$33,783	
Payments to Maine Subcontractors Estimated:	\$ 80,000	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$ 125,560</b>

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

2

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

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** VitaminSea LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry  
**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm  
**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

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**SUMMARY PAGE**

		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section I. Organization Qualifications and Experience	(Max: 25 Points)	<b>25</b>
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Section III: Cost Proposal	(Max: 25 Points)	<b>18</b>
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	<b>0</b>
<b>TOTAL POINTS</b>		<b>66</b>
	(Max: 100 Points)	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** VitaminSea LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score:   25**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Well established  
Three examples demonstrate experience  
Organizational chart

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
RFP TITLE: Agricultural Direct Technical Assistance Grant  
BIDDER: VitaminSea LLC  
DATE: June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available: (40)                      Score:   25**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Energy efficiency as part of the plan  
Growth opportunities  
Product is innovative for Maine

Minus:

Financial viability unclear in the documents provided

Questions:

Is this an incubator?

Interesting:

Seafood hub for other harvesters

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
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**BIDDER:** VitaminSea LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Best value assessment of money, time, tasks, budget and match**

**Total Points Available: (25)                      Score: \_\_18\_\_**

\*\*\*\*\*

**Evaluation Team Comments:**

Description of money time and tasks are adequate, could be stronger

Provided budget

Provided match

Is this the only service provider consultant in this capacity?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
 RFP TITLE: Agricultural Direct Technical Assistance Grant  
 BIDDER: VitaminSea LLC  
 DATE: June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (10)                  Score:   0**

\*\*\*\*\*

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

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

<b>MAINE ECONOMIC IMPACT</b>		
	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	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$ XX</b>

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

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

**RFP #:** 201804057

**RFP TITLE:** Agricultural Direct Technical Assistance Grant

**BIDDER:** Maine Farm to School Network at Health Communities of the Capital Area

**DATE:** June 27, 2018

\*\*\*\*\*

**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry

**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm

**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057

**RFP TITLE:** Agricultural Direct Technical Assistance Grant

**BIDDER:** Maine Farm to School Network at Health Communities of the Capital Area

**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available:** (25)

**Score:**   25  

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Complete information

Demonstrate good understanding of business and product

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057

RFP TITLE: Agricultural Direct Technical Assistance Grant

BIDDER: Maine Farm to School Network at Health Communities of the Capital Area

DATE: June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available:** (40)

**Score:**   20  

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

This extends the reach beyond October

Strong interest of 74%

Momentum from past years

Intent and goals

Minus:

Method for information and data gathering: time of year, location and approach. Farmers are at markets to sell to the customers who are at the market and earn income.

Questions:

Is outreach via and at farmers at stalls at farmers' market when they are looking the right time and place for acquiring this data?

Is the work plan realistic for production agriculture--farmer(s)—in the calendar year?

Interesting/Question

The information is already available, why not provide this to the farmers?

What are the fresh products institution seek? How much? What time of year? What volumes? Are there more effective approaches to publicize this to farmers? And provide the specifics so that farmers can make an informed decision for business planning.

Stipend delivery to unknown prospects—does the network and members not know existing producers? Isn't institutional information and interest already available?



**STATE OF MAINE  
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**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Best value assessment of money, time, tasks, budget and match**

**Total Points Available:** (25)

**Score:**   13  

\*\*\*\*\*

**Evaluation Team Comments:**

Product and interest is adequate, methodology needs improvement.

Description of time, tasks, and methodology is inadequate. (Four consultants during important, busy time for audience--direct retail producers at a farmers' market,) are not strengths—is this portion of the work plan methodology and strategy the best approach?

Provided budget

Did not fully describe match

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057

RFP TITLE: Agricultural Direct Technical Assistance Grant

BIDDER: Maine Farm to School Network at Health Communities of the Capital Area

DATE: June 27, 2018

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**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:	10	10	100 %
Payroll:	\$443,134	\$443,134	100 %
<b>Average percent of MAINE BUSINESS ANALYSIS:</b>			<b>100 %</b>

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

4

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$ 0	
Property Taxes Paid (Local):	\$ 0	
Wages to Maine Residents:	\$ 443,134	
Payments to Maine Subcontractors Estimated:	\$	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$ 443,134</b>

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

2

<b>Total Points for Maine Business and Economic Impact Consideration:</b>	<b>6</b>
---------------------------------------------------------------------------	----------

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER** Eugene Ripley DBA Ripley Farm  
**DATE:** June 27, 2018

\*\*\*\*\*

**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry  
**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm  
**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

\*\*\*\*\*

**SUMMARY PAGE**

		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section I. Organization Qualifications and Experience	(Max: 25 Points)	<b>25</b>
Section II. Proposed Services	(Max: 40 Points)	<b>35</b>
Section III: Cost Proposal	(Max: 25 Points)	<b>14</b>
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	<b>0</b>
<b>TOTAL POINTS</b>		<b>74</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER** Eugene Ripley DBA Ripley Farm  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score:   25**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive  
Complete information  
Demonstrate good understanding of business and product

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER** Eugene Ripley DBA Ripley Farm  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available: (40)                      Score:   35**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive

- Depth and extent of market research
- Addresses marketplace and current interests
- Model is replicable

Minus/Interesting/Question

Baby sitter service if 49% of the cost for the scope? Needs to be addressed.

Question

There are existing catalog examples in the marketplace. Will they be exploring before creating theirs?

How open are they to sharing this experience? Could they include a consultant with online catalog experience to maximize, identify/use best expertise for that approach?

Interesting

Approach to business expansion

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER** Eugene Ripley DBA Ripley Farm  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score:   14**

\*\*\*\*\*

**Evaluation Team Comments:**

Provided budget

Provided match

Description of money time and tasks detail that babysitter service is 49% of the cost; is this portion of the proposal the best use of the public funds for the RFP?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
 RFP TITLE: Agricultural Direct Technical Assistance Grant  
 BIDDER Eugene Ripley DBA Ripley Farm  
 DATE: June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (10)      Score:   0**

\*\*\*\*\*

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

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	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$ XX</b>

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

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

RFP #: 201804057  
 RFP TITLE: Agricultural Direct Technical Assistance Grant  
 BIDDER: Baker Brook Farm LLC  
 DATE: June 27, 2018

\*\*\*\*\*

**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry  
**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm  
**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

\*\*\*\*\*

**SUMMARY PAGE**

		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section I. Organization Qualifications and Experience	(Max: 25 Points)	<b>20</b>
Section II. Proposed Services	(Max: 40 Points)	<b>25</b>
Section III: Cost Proposal	(Max: 25 Points)	<b>18</b>
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	<b>6</b>
<b>TOTAL POINTS</b>		
	(Max: 100 Points)	<b>69</b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Baker Brook Farm LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score:   20**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Experience in dairy production and with existing accounts and processing

Labor force is there for this type of business

Provided examples of experience with accounts

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Baker Brook Farm LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available: (40)                      Score:   25**

\*\*\*\*\*

**Evaluation Team Comments:**

**Positive:**

Motivation to seek out market opportunities

Identifying funding is good for a sound approach; it's structured, which can provide an informed decision by a small business to make long-term plans

**Minus:**

Boiler plate approach, which can limit the details and understanding of the potential impact for the specific business

Could be stronger on market research—business model canvassing might not be adequate

The innovation and technology isn't obvious for the bid of this RFP

**Interesting:**

Geographic location in the state and capacity for small

This is for research approach about what is possible

**Questions:**

Three deliverables about investigation of funding and the next steps not explicit about the technical aspects

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Baker Brook Farm LLC  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Best value assessment of money, time, tasks, budget and match**

**Total Points Available: (25)                      Score: \_\_18\_\_**

\*\*\*\*\*

**Evaluation Team Comments:**

Description of money time and tasks are strengths, could be stronger for the value.

Provided budget

Provided match

Question: Is this the only service provider consultant in this capacity?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
 RFP TITLE: Agricultural Direct Technical Assistance Grant  
 BIDDER: Baker Brook Farm LLC  
 DATE: June 27, 2018

\*\*\*\*\*

**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:	3	3	100 %
Payroll:	\$37,544	\$37,544	100 %
<b>Average percent of MAINE BUSINESS ANALYSIS:</b>			<b>100 %</b>

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

4

MAINE ECONOMIC IMPACT		
	Total amount in Maine	
Income Taxes Paid (State):	\$ 988	
Property Taxes Paid (Local):	\$ 9,262	
Wages to Maine Residents:	\$ 37,544	
Payments to Maine Subcontractors Estimated:	\$ 6,400	
<b>Sum of MAINE ECONOMIC IMPACT:</b>		<b>\$ 54,194</b>

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

2

<b>Total Points for Maine Business and Economic Impact Consideration:</b>	<b>6</b>
---------------------------------------------------------------------------	----------

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Maine Farmland Trust  
**DATE:** June 27, 2018

\*\*\*\*\*

**DEPARTMENT NAME:** Maine Department of Agriculture Conservation and Forestry  
**NAME OF RFP COORDINATOR:** Jessica Nixon; amended with Anne Trenholm  
**NAMES OF EVALUATORS:** Joy Bonenfant; Melissa Macaluso; Tom Gordon; Stephanie Gilbert

\*\*\*\*\*

**SUMMARY PAGE**

		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section I. Organization Qualifications and Experience	(Max: 25 Points)	<b>25</b>
Section II. Proposed Services	(Max: 40 Points)	<b>35</b>
Section III: Cost Proposal	(Max: 25 Points)	<b>20</b>
Section IV: Maine Business and Economic Impact Consideration	(Max: 10 Points)	<b>8</b>
<b>TOTAL POINTS</b>		<b>88</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Maine Farmland Trust  
**DATE:** June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (25)                      Score: 25**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive: Extensive experience detailed in the proposal

Interesting: Went over the four pages

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Maine Farmland Trust  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available: (40)                      Score:   35**

\*\*\*\*\*

**Evaluation Team Comments:**

Positive:

Good concept

Tool valuable in the aim for a user-friendly potential

Minus:

There is only one service provider who will be trained in the tool (limited). Implies outreach to one type of production style and farmer; limited number is not far-reaching

Not clear if all farmers in Maine will be able to use this completed tool without having to first participate in a fee for service program or activity with a trained service provider

Questions:

Transferring the calculator to Excel? How complex is this and is it the most useful to a broad audience?

What are the next steps for the tool? A saleable product? Will Maine farmers who want to use the calculator have to pay to participate in a program to be able to use the tool for their business?

Are the workshops tied to the proposed services?

Other funds are available based on information submitted—what is the need to support this through this grant? Farming for Wholesale is a \$200,000-plus activity

Interesting/Question: Is a calculator unique and innovative?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 201804057  
**RFP TITLE:** Agricultural Direct Technical Assistance Grant  
**BIDDER:** Maine Farmland Trust  
**DATE:** June 27, 2018

\*\*\*\*\*

**EVALUATION OF SECTION III  
Cost Proposal  
Best value assessment of money, time, tasks, budget and match**

**Total Points Available: (25)                      Score:   20**

\*\*\*\*\*

**Evaluation Team Comments:**

Description of time and tasks are strengths

Provided budget

Did not describe match

Minus/Question: What is the public outreach and availability of the end product to all Maine producers—is there a fee to purchase it? Is this exclusive to the service provider or an organization? Outreach and use of the completed tool by end user broad enough? Does someone have to pay a workshop or membership fee to be able to use this calculation tool? How would there be a broader propagation of the calculator tool?



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201804057  
 RFP TITLE: Agricultural Direct Technical Assistance Grant  
 BIDDER: Maine Farmland Trust  
 DATE: June 27, 2018

\*\*\*\*\*

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

**Total Points Available: (10)      Score:   8**

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<b>MAINE BUSINESS ANALYSIS</b>			
	Total	Maine Resident	Maine Impact
Number of FTE Employees:	32	32	100 %
Payroll:	\$1,814,384	\$1,814,384	100 %
<b>Average percent of MAINE BUSINESS ANALYSIS:</b>			<b>100 %</b>

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

4

<b>MAINE ECONOMIC IMPACT</b>	
	Total amount in Maine
Income Taxes Paid (State):	\$ 0
Property Taxes Paid (Local):	\$ 45,982
Wages to Maine Residents:	\$1,814,384
Payments to Maine Subcontractors Estimated:	\$ 42,305
<b>Sum of MAINE ECONOMIC IMPACT:</b>	
	<b>\$ 1,902,671</b>

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

4

<b>Total Points for Maine Business and Economic Impact Consideration:</b>	<b>8</b>
---------------------------------------------------------------------------	----------

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** Baker Brook Farm, LLC

**DATE:** 6-8-18 & 6-14-18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

\*\*\*\*\*  
**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:** Project: *Business Model Plan*  
 \*\*\*\*\*

<p><b>Proposal Format:</b></p> <ol style="list-style-type: none"> <li>1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Questions/Instructions &lt;= 4 pages? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>4. Formatted for printing? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>5. No additional attachments? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>6. All forms included in package? <input type="radio"/> Yes <input checked="" type="radio"/> No - <i>missing Financial Viability</i> <ol style="list-style-type: none"> <li>a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>b. Appendix B - Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Appendix C - Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Qualifications described? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>d. Appendix D - Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>e. Appendix E - ME Bus Economic Impact? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<p><b>Section I. Organization Qualifications/Experience</b></p> <ol style="list-style-type: none"> <li>1. Overview - App C - Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>* 3 Examples demonstrate experience?       <ol style="list-style-type: none"> <li>a. Example 1: <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>b. Example 2: <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>c. Example 3: <input type="radio"/> Yes <input checked="" type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Subcontractors used? <input checked="" type="radio"/> Yes <input type="radio"/> No          If yes: Name? <input type="radio"/> Address? <input type="radio"/> Phone? <input type="radio"/> Contact? <input type="radio"/> Org Capacity? <input type="radio"/> Qualifications? <input type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>3. Org Chart? <input type="radio"/> Project included? <input checked="" type="radio"/> Positions identified/Title/Description? <input checked="" type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>4. Litigation list provided? Yes <input type="radio"/> Or: NONE <input checked="" type="radio"/> <ol style="list-style-type: none"> <li>a. Entity brining suit? <input type="radio"/> Yes <input type="radio"/> No</li> <li>b. Complainant? <input type="radio"/> Yes <input type="radio"/> No</li> <li>c. Accusation? <input type="radio"/> Yes <input type="radio"/> No</li> <li>d. Amount? \$ _____</li> <li>e. Outcome? <input type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<del>¥</del> 5. Financial Viability - 3 years of audits included? <input type="radio"/> Yes <input checked="" type="radio"/> No

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: Baker Brook Farm, LLC**

**DATE: 6.8.18 & 6.14.18**

**EVALUATOR NAME: Joy Bonenfant**

**EVALUATOR DEPARTMENT: DACF**

Section II. Proposed Services – Is it one of the 9 Provided Services? <input type="radio"/> Which one(s)? # <del>XXX-</del> Part II Does it Demonstrate: 4 – 5 – 6 – 7 – 8 – 9				
1. Scope of Svcs to be Provided Methods/Resources used? <input type="radio"/> Yes <input checked="" type="radio"/> No How tasks will be accomplished? <input type="radio"/> Yes <input checked="" type="radio"/> No Expectations ensured and desired Outcomes met? <input type="radio"/> Yes <input checked="" type="radio"/> No  a. Amount of grant/Proposed cost: \$ <u>7,050</u> / \$ <u>9,400</u> b. Exact uses of proceeds: Other funds? <input checked="" type="radio"/> Yes <input type="radio"/> No Uses? <input checked="" type="radio"/> Yes <input type="radio"/> No c. Technical assistance info to include: Name? <input type="radio"/> Qualifications? <input type="radio"/> Desc of assistance? <input type="radio"/> Explanation of how technology will help business? <input type="radio"/> Yes <input type="radio"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="radio"/> Yes <input type="radio"/> No Timeline chart – Task? <input type="radio"/> Yes <input checked="" type="radio"/> No Month? <input checked="" type="radio"/> Yes <input type="radio"/> No Who? <input checked="" type="radio"/> Yes <input type="radio"/> No				
<b>Section III. Cost Proposal</b>				
1. Form Instructions: a. Cover entire period of initial contract? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input type="radio"/> Yes <input type="radio"/> No c. No proposal prep costs included? <input checked="" type="radio"/> Yes <input type="radio"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Appendix D complete? <input type="radio"/> Yes <input checked="" type="radio"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$7,050	\$2,350	\$9,400	7,050	yes
Comments: * 3 examples don't demonstrate experience ** Financial Viability Form Missing *** Does not qualify as a Proposed Service + Proposal vague \$7,050 to contractor - no breakdown of costs Balance of \$2350 is labor \$75 per hr for 31.33 hrs.				

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: Maine Farmland Trust**

**DATE: 6.8.18 & 6.14.18**

**EVALUATOR NAME: Joy Bonenfant**

**EVALUATOR DEPARTMENT: DACF**

\*\*\*\*\*  
**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:** Project: *Crop Profitability Calculator*  
 \*\*\*\*\*

<b>Proposal Format:</b> 1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No 3. Questions/Instructions <= 4 pages? <input type="radio"/> Yes <input checked="" type="radio"/> No 4. Formatted for printing? <input checked="" type="radio"/> Yes <input type="radio"/> No 5. No additional attachments? <input type="radio"/> Yes <input checked="" type="radio"/> No <i>included Table of Contents</i> 6. All forms included in package? <input checked="" type="radio"/> Yes <input type="radio"/> No a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No 1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No 3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Appendix B – Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No c. Appendix C – Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No 1. Qualifications described? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No d. Appendix D – Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No e. Appendix E – ME Bus Economic Impact? <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Section I. Organization Qualifications/Experience</b> 1. Overview – App C – Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No  3 Examples demonstrate experience? a. Example 1: <input checked="" type="radio"/> Yes <input type="radio"/> No b. Example 2: <input checked="" type="radio"/> Yes <input type="radio"/> No c. Example 3: <input checked="" type="radio"/> Yes <input type="radio"/> No
2. Subcontractors used? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes: Name? <input checked="" type="radio"/> Address? <input checked="" type="radio"/> Phone? <input checked="" type="radio"/> Contact? <input checked="" type="radio"/> Org Capacity? <input checked="" type="radio"/> Qualifications? <input checked="" type="radio"/>
3. Org Chart? <input checked="" type="radio"/> Project included? <input checked="" type="radio"/> Positions identified/Title/Description? <input checked="" type="radio"/>
4. Litigation list provided? Yes <input type="radio"/> Or: NONE <input checked="" type="radio"/> a. Entity brining suit? <input type="radio"/> Yes <input type="radio"/> No b. Complainant? <input type="radio"/> Yes <input type="radio"/> No c. Accusation? <input type="radio"/> Yes <input type="radio"/> No d. Amount? \$ _____ e. Outcome? <input type="radio"/> Yes <input type="radio"/> No
5. Financial Viability - 3 years of audits included? <input checked="" type="radio"/> Yes <input type="radio"/> No

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: Maine Farmland Trust**

**DATE: 6-8-18 & 6-14-18**

**EVALUATOR NAME: Joy Bonenfant**

**EVALUATOR DEPARTMENT: DACF**

Section II. Proposed Services – Is it one of the 9 Provided Services? <i>Yes</i> Which one(s)? # <i>1 and 3</i> Part II Does it Demonstrate: <i>(4)(5)</i> - 6 - 7 - 8 - 9				
1. Scope of Svcs to be Provided Methods/Resources used? <input checked="" type="radio"/> Yes <input type="radio"/> No How tasks will be accomplished? <input checked="" type="radio"/> Yes <input type="radio"/> No Expectations ensured and desired Outcomes met? <input checked="" type="radio"/> Yes <input type="radio"/> No  a. Amount of grant/Proposed cost: \$ <u>7,500.00</u> / \$ <u>7,500.00</u> b. Exact uses of proceeds: Other funds? <input type="radio"/> Yes <input checked="" type="radio"/> No Uses? <input type="radio"/> Yes <input type="radio"/> No c. Technical assistance info to include: Name? <input checked="" type="radio"/> Qualifications? <input checked="" type="radio"/> Desc of assistance? <input checked="" type="radio"/> Explanation of how technology will help business? <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="radio"/> Yes <input type="radio"/> No Timeline chart – Task? <input checked="" type="radio"/> Yes <input type="radio"/> No Month? <input checked="" type="radio"/> Yes <input type="radio"/> No Who? <input checked="" type="radio"/> Yes <input type="radio"/> No				
<b>Section III. Cost Proposal - <i>Details provided.</i></b>				
1. Form Instructions: a. Cover entire period of initial contract? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No c. No proposal prep costs included? <input checked="" type="radio"/> Yes <input type="radio"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Appendix D complete? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$7,500 -	-	\$7,500 -	\$5,625 -	no
Comments:  <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <i>well laid out plan!</i> </div>				

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** The Fragrance Farm, Inc.

**DATE:** 6-8-18 and 6-14-18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

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**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:** Project: *Lawender Bottling Facility*  
 \*\*\*\*\*

<p><b>Proposal Format:</b></p> <ol style="list-style-type: none"> <li>1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Questions/Instructions &lt;= 4 pages? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>4. Formatted for printing? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>5. No additional attachments? <input type="radio"/> Yes <input type="radio"/> No</li> <li>6. All forms included in package? <input type="radio"/> Yes <input checked="" type="radio"/> No - <i>Missing 2-3-4-5 below</i> <ol style="list-style-type: none"> <li>a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>b. Appendix B - Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Appendix C - Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Qualifications described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>d. Appendix D - Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>e. Appendix E - ME Bus Economic Impact? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<p><b>Section I. Organization Qualifications/Experience</b></p> <ol style="list-style-type: none"> <li>1. Overview - App C - Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Examples demonstrate experience?       <ol style="list-style-type: none"> <li>a. Example 1: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>b. Example 2: <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No - <i>Experience - isn't a project</i></li> <li>c. Example 3: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<p><b>2.</b> Subcontractors used? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>info not supplied</i>        If yes: Name? <input type="radio"/> Address? <input type="radio"/> Phone? <input type="radio"/> Contact? <input type="radio"/> Org Capacity? <input type="radio"/> Qualifications? <input type="radio"/></p>
<p><b>3.</b> Org Chart? <input type="radio"/> Project included? <input type="radio"/> Positions identified/Title/Description? <input type="radio"/> <i>not included</i></p>
<p><b>4.</b> Litigation list provided? Yes <input type="radio"/> Or: NONE <input type="radio"/> <i>not provided</i>        a. Entity bringing suit? <input type="radio"/> Yes <input type="radio"/> No        b. Complainant? <input type="radio"/> Yes <input type="radio"/> No        c. Accusation? <input type="radio"/> Yes <input type="radio"/> No        d. Amount? \$ _____        e. Outcome? <input type="radio"/> Yes <input type="radio"/> No</p>
<p><b>5.</b> Financial Viability - 3 years of audits included? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** The Fragrance Farm, Inc.

**DATE:** 6.8.18 and 6.14.18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

Section II. Proposed Services – Is it one of the 9 Provided Services? Yes Which one(s)? # 1 Part II Does it Demonstrate (4) - 5 - 6 - 7 - 8 - 9				
1. Scope of Svcs to be Provided Methods/Resources used? <input type="radio"/> Yes <input type="radio"/> No How tasks will be accomplished? <input type="radio"/> Yes <input type="radio"/> No Expectations ensured and desired Outcomes met? <input type="radio"/> Yes <input type="radio"/> No  a. Amount of grant/Proposed cost: \$ <u>15,033.29</u> / \$ <u>15,033.29</u> b. Exact uses of proceeds: Other funds? <input type="radio"/> Yes <input checked="" type="radio"/> No Uses? <input type="radio"/> Yes <input checked="" type="radio"/> No c. Technical assistance info to include: Name? <input type="radio"/> Qualifications? <input type="radio"/> Desc of assistance? <input type="radio"/> Explanation of how technology will help business? <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="radio"/> Yes <input type="radio"/> No Timeline chart – Task? <input checked="" type="radio"/> Yes <input type="radio"/> No Month? <input checked="" type="radio"/> Yes <input type="radio"/> No Who? <input checked="" type="radio"/> Yes <input type="radio"/> No				
<b>Section III. Cost Proposal</b> - Budget vague! What equipment expenses? Construction cost breakdown? Labor cost? Subcontractor cost?				
1. Form Instructions: a. Cover entire period of initial contract? <input type="radio"/> Yes <input type="radio"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input type="radio"/> Yes <input type="radio"/> No c. No proposal prep costs included? <input checked="" type="radio"/> Yes <input type="radio"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Appendix D complete? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$ 15,033.29	-	\$ 15,033.29	\$ 7,500	no
Comments:  Good project idea.  Proposal is missing required documents and necessary information.  Maximum of \$7500 to be awarded - proposal is requesting \$15+k.				

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: VitaminSea, LLC**

**DATE: 6.8.18 and 6.15.18**

**EVALUATOR NAME: Joy Bonenfant**

**EVALUATOR DEPARTMENT: DACF**

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**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:**

Project: Feasibility Study

<p><b>Proposal Format:</b></p> <ol style="list-style-type: none"> <li>1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Questions/Instructions &lt;= 4 pages? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>4. Formatted for printing? <input type="radio"/> Yes <input checked="" type="radio"/> No - Justification printed on 2 pages</li> <li>5. No additional attachments? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>6. All forms included in package? <input type="radio"/> Yes <input checked="" type="radio"/> No - Missing App E and Financial viability       <ol style="list-style-type: none"> <li>a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No           <ol style="list-style-type: none"> <li>1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>b. Appendix B - Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Appendix C - Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No           <ol style="list-style-type: none"> <li>1. Qualifications described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>d. Appendix D - Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li><b>e.</b> Appendix E - ME Bus Economic Impact? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> </ol> </li> </ol>
<p><b>Section I. Organization Qualifications/Experience</b></p> <ol style="list-style-type: none"> <li>1. Overview - App C - Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No       <p style="margin-left: 20px;">3 Examples demonstrate experience?</p> <ol style="list-style-type: none"> <li>a. Example 1: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>b. Example 2: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Example 3: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Subcontractors used? <input checked="" type="radio"/> Yes <input type="radio"/> No          If yes: Name? <input type="radio"/> Address? <input type="radio"/> Phone? <input type="radio"/> Contact? <input type="radio"/> Org Capacity? <input type="radio"/> Qualifications? <input type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>3. Org Chart? <input type="radio"/> Project included? <input type="radio"/> Positions identified/Title/Description? <input type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>4. Litigation list provided? Yes <input type="radio"/> Or: NONE <input checked="" type="radio"/> <ol style="list-style-type: none"> <li>a. Entity brining suit? <input type="radio"/> Yes <input type="radio"/> No</li> <li>b. Complainant? <input type="radio"/> Yes <input type="radio"/> No</li> <li>c. Accusation? <input type="radio"/> Yes <input type="radio"/> No</li> <li>d. Amount? \$ _____</li> <li>e. Outcome? <input type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li><b>5.</b> Financial Viability - 3 years of audits included? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> </ol>



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** VitaminSea, LLC

**DATE:** 6.8.18 and 6.15.18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

Section II. Proposed Services – Is it one of the 9 Provided Services? <i>Yes</i> Which one(s)? # <i>9</i> Part II Does it Demonstrate: <i>(4) (5) (6) (7) (8) (9)</i>				
1. Scope of Svcs to be Provided Methods/Resources used? <input checked="" type="radio"/> Yes <input type="radio"/> No How tasks will be accomplished? <input type="radio"/> Yes <input checked="" type="radio"/> No - <i>Lacking detail - no procedures</i> Expectations ensured and desired Outcomes met? <input checked="" type="radio"/> Yes <input type="radio"/> No  a. Amount of grant/Proposed cost: \$ <u>7,500</u> / \$ <u>10,000</u> b. Exact uses of proceeds: Other funds? <input checked="" type="radio"/> Yes <input type="radio"/> No Uses? <input checked="" type="radio"/> Yes <input type="radio"/> No c. Technical assistance info to include: Name? <input checked="" type="radio"/> Qualifications? <input checked="" type="radio"/> Desc of assistance? <input type="radio"/> Explanation of how technology will help business? <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="radio"/> Yes <input type="radio"/> No Timeline chart – Task? <input checked="" type="radio"/> Yes <input type="radio"/> No Month? <input checked="" type="radio"/> Yes <input type="radio"/> No Who? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <span style="float: right; font-style: italic;">Company - not individual</span>				
Section III. Cost Proposal <i>No breakdown of \$10K Cost</i> <i>Lacking details</i>				
1. Form Instructions: a. Cover entire period of initial contract? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No c. No proposal prep costs included? <input checked="" type="radio"/> Yes <input type="radio"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Appendix D complete? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$7,500 -	\$2,500 -	\$10,000 -	\$7,500 -	400
Comments: <i>Missing APP E + tax returns.</i> <i>No details on how tasks will be accomplished.</i>				

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** Maine Farm to School Network at Healthy Communities of the Capital Area

**DATE:** 6.8.18 and 6.15.18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

\*\*\*\*\*  
**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:** Project: Harvest of the Month - ME  
 \*\*\*\*\*

<p><b>Proposal Format:</b></p> <ol style="list-style-type: none"> <li>1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Questions/Instructions &lt;= 4 pages? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>4. Formatted for printing? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>5. No additional attachments? <input type="radio"/> Yes <input checked="" type="radio"/> No - Table of Contents included</li> <li>6. All forms included in package? <input checked="" type="radio"/> Yes <input type="radio"/> No             <ol style="list-style-type: none"> <li>a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No                 <ol style="list-style-type: none"> <li>1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>b. Appendix B - Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Appendix C - Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No                 <ol style="list-style-type: none"> <li>1. Qualifications described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>d. Appendix D - Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>e. Appendix E - ME Bus Economic Impact? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<p><b>Section I. Organization Qualifications/Experience</b></p> <ol style="list-style-type: none"> <li>1. Overview - App C - Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No             <p style="margin-left: 40px;">3 Examples demonstrate experience?</p> <ol style="list-style-type: none"> <li>a. Example 1: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>b. Example 2: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Example 3: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Subcontractors used? <input type="radio"/> Yes <input checked="" type="radio"/> No              If yes: Name? <input type="radio"/> Address? <input type="radio"/> Phone? <input type="radio"/> Contact? <input type="radio"/> Org Capacity? <input type="radio"/> Qualifications? <input type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>3. Org Chart? <input checked="" type="radio"/> Project included? <input type="radio"/> Positions identified/Title/Description? <input checked="" type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>4. Litigation list provided? Yes <input type="radio"/> Or: NONE <input checked="" type="radio"/> <ol style="list-style-type: none"> <li>a. Entity brining suit? <input type="radio"/> Yes <input type="radio"/> No</li> <li>b. Complainant? <input type="radio"/> Yes <input type="radio"/> No</li> <li>c. Accusation? <input type="radio"/> Yes <input type="radio"/> No</li> <li>d. Amount? \$ _____</li> <li>e. Outcome? <input type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>5. Financial Viability - 3 years of audits included? <input type="radio"/> Yes <input checked="" type="radio"/> No "Upon request" not included in package</li> </ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** Maine Farm to School Network at Healthy Communities of the Capital Area

**DATE:** 6.8.18 and 6.15.18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

Section II. Proposed Services – Is it one of the 9 Provided Services? <u>Yes</u> Which one(s)? # <u>3</u> Part II Does it Demonstrate: 4 – 5 – 6 – 7 – 8 – <u>9</u>				
1. Scope of Svcs to be Provided Methods/Resources used? <input checked="" type="radio"/> Yes <input type="radio"/> No How tasks will be accomplished? <input checked="" type="radio"/> Yes <input type="radio"/> No Expectations ensured and desired Outcomes met? <input checked="" type="radio"/> Yes <input type="radio"/> No  a. Amount of grant/Proposed cost: \$ <u>7,500</u> / \$ <u>7,500</u> b. Exact uses of proceeds: Other funds? <input type="radio"/> Yes <input checked="" type="radio"/> No Uses? <input checked="" type="radio"/> Yes <input type="radio"/> No c. Technical assistance info to include: Name? <input checked="" type="radio"/> Qualifications? <input checked="" type="radio"/> Desc of assistance? <input checked="" type="radio"/> Explanation of how technology will help business? <input checked="" type="radio"/> Yes <input type="radio"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="radio"/> Yes <input type="radio"/> No Timeline chart – Task? <input checked="" type="radio"/> Yes <input type="radio"/> No Month? <input checked="" type="radio"/> Yes <input type="radio"/> No Who? <input checked="" type="radio"/> Yes <input type="radio"/> No				
<b>Section III. Cost Proposal - Budget addup!</b>				
1. Form Instructions: a. Cover entire period of initial contract? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No c. No proposal prep costs included? <input checked="" type="radio"/> Yes <input type="radio"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Appendix D complete? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$7,500 -	-	\$7,500	\$5,625 -	no
Comments:         				

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: Eugene Ripley DBA Ripley Farm**

**DATE: 6-8-18 and 6-15-18**

**EVALUATOR NAME: Joy Bonenfant**

**EVALUATOR DEPARTMENT: DACF**

\*\*\*\*\*  
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 \*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:** Project: *New Product Prototypes Careroot Perennial Plant Package*  
 \*\*\*\*\*

<p><b>Proposal Format:</b></p> <ol style="list-style-type: none"> <li>1. All pages numbered? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Bidders name on every page? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Questions/Instructions &lt;= 4 pages? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>4. Formatted for printing? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>5. No additional attachments? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>6. All forms included in package? <input type="radio"/> Yes <input checked="" type="radio"/> No - <i>Financial Viability missing</i> <ol style="list-style-type: none"> <li>a. Appendix A-Cover Page? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Complete? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. Dated? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>3. Signed? <input checked="" type="radio"/> Yes <input type="radio"/> No - <i>Electronically</i></li> </ol> </li> <li>b. Appendix B - Debarment? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Appendix C - Qualifications? <input checked="" type="radio"/> Yes <input type="radio"/> No               <ol style="list-style-type: none"> <li>1. Qualifications described? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>2. 3 Examples provided? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> <li>d. Appendix D - Cost Proposal? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>e. Appendix E - ME Bus Economic Impact? <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<p><b>Section I. Organization Qualifications/Experience</b></p> <ol style="list-style-type: none"> <li>1. Overview - App C - Qualifications/Exp described? <input checked="" type="radio"/> Yes <input type="radio"/> No       <p>3 Examples demonstrate experience?</p> <ol style="list-style-type: none"> <li>a. Example 1: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>b. Example 2: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> <li>c. Example 3: <input checked="" type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Subcontractors used? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>web designer</i>          If yes: Name? <input checked="" type="radio"/> Address? <input checked="" type="radio"/> Phone? <input checked="" type="radio"/> Contact? <input checked="" type="radio"/> Org Capacity? <input checked="" type="radio"/> Qualifications? <input checked="" type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>3. Org Chart? <input checked="" type="radio"/> Project included? <input checked="" type="radio"/> Positions identified/Title/Description? <input checked="" type="radio"/></li> </ol>
<ol style="list-style-type: none"> <li>4. Litigation list provided? Yes <input type="radio"/> Or: NONE <input checked="" type="radio"/> <ol style="list-style-type: none"> <li>a. Entity bringing suit? <input type="radio"/> Yes <input type="radio"/> No</li> <li>b. Complainant? <input type="radio"/> Yes <input type="radio"/> No</li> <li>c. Accusation? <input type="radio"/> Yes <input type="radio"/> No</li> <li>d. Amount? \$ _____</li> <li>e. Outcome? <input type="radio"/> Yes <input type="radio"/> No</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>5. Financial Viability - 3 years of audits included? <input type="radio"/> Yes <input checked="" type="radio"/> No - <i>not provided</i></li> </ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME:** Eugene Ripley DBA Ripley Farm

**DATE:** 6.8.18 and 6.13.18

**EVALUATOR NAME:** Joy Bonenfant

**EVALUATOR DEPARTMENT:** DACF

Section II. Proposed Services – Is it one of the 9 Provided Services? <input checked="" type="checkbox"/> Yes Which one(s)? # <u>9</u> Part II Does it Demonstrate <u>(4) (5) 6 (7) (8) (9)</u>				
1. Scope of Svcs to be Provided Methods/Resources used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How tasks will be accomplished? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Expectations ensured and desired Outcomes met? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  a. Amount of grant/Proposed cost: \$ <u>7,323 -</u> / \$ <u>9,764 -</u> b. Exact uses of proceeds: Other funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Uses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. Technical assistance info to include: Name? <input checked="" type="checkbox"/> Qualifications? <input checked="" type="checkbox"/> Desc of assistance? <input checked="" type="checkbox"/> Explanation of how technology will help business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
2. Work Plan implementation: Brief Work plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Timeline chart – Task? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Month? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Who? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
* Section III. Cost Proposal - #15 add up - no day program mgr? <u>Asst Farmer working 120 hours over 2 yrs?</u>				
1. Form Instructions: a. Cover entire period of initial contract? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Costs necessary to fully comply with terms/conditions and RFP requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No c. No proposal prep costs included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only costs incurred after contract effective date and related to implementation/operation. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
2. Appendix D complete? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Requested Amount	Additional Funds	Total Cost	Lesser of 75% or \$7500	Request in Line
\$7,323-	\$2,441-	\$9,764	\$7,323-	Yes
Comments:				
* Babysitting at \$15 per hour should not be included in cost. This is 49% of entire budget. Not justified.				
Proposal is well thought out and organized other than the budget/cost section.				







































**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP 201804057**

**RFP TITLE: Agricultural Direct Technical Assistance Grant.**

**BIDDER NAME: Maine Farmland Trust**

**DATE: June 24 – 26, 2018**

**EVALUATOR NAME: Stephanie Gilbert**

**EVALUATOR DEPARTMENT: Agriculture, Conservation and Forestry**

\*\*\*\*\*

**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:**

Positive – very high capacity for program development and implementation
There is a need in the marketplace of farmers
Minus – training more than one other service provider would be valuable to the farming community
Question - training more than one other service provider would be valuable to the farming community
Budget and match are unclear.
Interesting – crop profitability calculator builds momentum for scaling-up to reach wholesale market



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION  
AND FORESTRY

Paul R. LePage  
Governor

Walter E. Whitcomb  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201804057**  
**RFP TITLE: Agricultural Direct Technical Assistance Grant**

I, (print name at right) **Stephanie Gilbert** accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry. 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.**

Stephanie Gilbert  
Signature

06/27/18  
Date





STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION  
AND FORESTRY

Paul R. LePage  
Governor

Walter E. Whitcomb  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: RFP 201804057**  
**RFP TITLE:**  
**Agricultural Direct Technical Assistance Grant**

I, (print name at right) Melissa Macaluso accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry 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

6/27/18  
Date



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE,  
CONSERVATION & FORESTRY

Paul R. LePage  
Governor

Walter E. Whitcomb  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201804057**  
**RFP TITLE: Agricultural Direct Technical Assistance Grant**

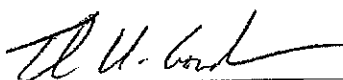
I, Thomas U. Gordon, \_\_\_\_\_  
accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation & Forestry. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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\_\_\_\_\_  
Signature

May 29, 2018  
\_\_\_\_\_  
Date



Paul R. LePage  
Governor

STATE OF MAINE  
DEPARTMENT OF (enter Department)  
*AGRICULTURE  
CONSERVATION  
AND FORESTRY*

*WALTER E  
WHITCOMB*  
(Enter Commissioner)  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: RFP 201804057**  
**RFP TITLE: Agricultural Direct Technical Assistance Grant**

I, Joy Bonenfant accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Agriculture, Conservation and Forestry. 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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*Joy Bonenfant*  
Signature

6.5.18  
Date