|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFP# 202502019 Wholesale Distribution for Resident Annexes |
| **RFP ISSUED BY:** | Department of Corrections |
| **SUBMITTED QUESTIONS DUE DATE:** | April 2, 2025, no later than 11:59 p.m. local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | April 7, 2025 |
| **PROPOSAL DUE DATE:** | April 25, no later than 11:59 p.m., local time  |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFP:**1. **Appendix F (Sample Product Listing) was inadvertently left out of the published RFP. Appendix F is included with this amendment.**
2. **Downeast Correctional Facility was inadvertently left off the Scope of Work located in Part II-A-2. The omitted facility should be included as indicated below.**
 |
| **REVISED LANGUAGE IN RFP:**1. **Appendix F (Sample Product Listing) has been included as an attachment below.**

1. **In Part II, Section A-2, Page 7, Downeast Correctional Facility is added to the list of Maine DOC facilities requiring service under this RFP as:**

**f. Downeast Correctional Facility – 64 Base Road, Machiasport, ME** |

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

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| N/A | What is the count of the population that will have access to make purchases at the Annexes? |
| **Answer** |
| The average daily adult population for the month of March 2025 was 1,900. |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Since similar items are currently being sold by the department via a third-party commissary vendor, will this vendor be impacted by this RFP? |
| **Answer** |
| The Department intends to eventually phase out its third-party commissary operations to be determined at a later date. |

|  |  |  |
| --- | --- | --- |
| **3** | **RFP Section & Page Number** | **Question** |
| Part II, Section A-2, Page 7 | What is the current resident count of DOC population at each facility? |
| **Answer** |
| As of March 31, 2025, the average daily population at each facility was as follows:Maine State Prison: 810Bolduc Correctional Center: 216Maine Correctional Facility: 427 (324 men, 103 women)Downeast Correctional Facility: 43Women’s Re-Entry Center: 86Mt. View Correctional Facility: 318 |

|  |  |  |
| --- | --- | --- |
| **4** | **RFP Section & Page Number** | **Question** |
| Part II, Section A-9, Page 8 | Are there brand/packaging requirements/preferences for items bid? Per the RFP, “Detailed product specifications will be provided by each facility after the award of the contract.” |
| **Answer** |
| There are no specific brand or packaging requirements. The intention here is to indicate to awarded bidders that each facility will specify what product is needed “after award of the contract.” |

|  |  |  |
| --- | --- | --- |
| **5** | **RFP Section & Page Number** | **Question** |
| Part II, Section A-9, Pages 8-9 | Will the department mark up the price of the item to the residents or are they expecting a commission from the vendors? |
| **Answer** |
| The Department will sell the purchased items to residents with a commission increase, to be paid by the residents. Selected vendors will not sell items directly to the residents. |

|  |  |  |
| --- | --- | --- |
| **6** | **RFP Section & Page Number** | **Question** |
| Part VII, Page 19 | Appendix F- Sample Product List was not included in the initial RFP. Can a copy of this document please be provided. |
| **Answer** |
| Appendix F (Sample Product Listing) was inadvertently left out of the published RFP. Appendix F is included with this amendment. |

|  |  |  |
| --- | --- | --- |
| **7** | **RFP Section & Page Number** | **Question** |
| Appendix D,Page 24 | Can you provide an estimated annual usage for each item requested? |
| **Answer** |
| The Department does not have this information readily available and will not be providing it prior to the proposal due date. |