

Award Justification Statement
RFP# 202404089 Hazardous Materials Commodity Flow Report

I. Summary

The service that was set forth with the RFP was an analysis of the storage and transport of hazardous Materials. This report is done to monitor and assess the risk of hazardous materials.

II. Evaluation Process

The team met on July 8, 2024, to evaluate the sole proposal submitted. The team discussed the prior reports that this bidder has done for Maine Emergency Management Agency. The team talked about the experience that this bidder has doing the reporting of hazardous materials. The team did discuss the litigations that are currently listed and decided that they were not factors for what we are looking for the bidder to do. The team discussed the fact that the bidder does the same risk assessment for other organizations. The Program Manager has held this position for several years and has contracted this service and is aware of what the final product that is needed from the organization. We also had the Finance Director to make sure the bid was going to stay within budget.

III. Qualifications & Experience

- 30 years of experience
- GIS risk mapping to provide actionable emergency preparedness
- Historically performed professionally and the results are precisely what the department has required with this report

IV. Proposed Services

- There was one bidder that resulted from the RFP
- IEM International Inc has preformed the Commodity Flow Report in the past and the product was satisfactory
- The Bidder has done the reporting for Maine Emergency Management in the past and knows the result we are looking for.

V. Cost Proposal

- The bid that was accepted was the sole bid
- The bidder's proposal was below the budgeted amount.

VI. Conclusion

The team concluded that this bidder will be the best organization to do the services we are attempting to contract with. Being the Sole Bidder and the fact that this organization

has always given the Department an excellent product historically, the bidder will be the best choice to do this service. The bidder has knowledge of the final product that the program requires, with this knowledge it will save time and money.



**STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS
EMERGENCY MANAGEMENT
MAINE EMERGENCY MANAGEMENT AGENCY**

**Janet T. Mills
Governor**

**Diane L. Dunn
Commissioner**

Date 07/23/2024

IEM International, INC.
2801 Slater Road, Suite 200
Morrisville, North Carolina 27560

**SUBJECT: Notice of Conditional Contract Award under RFP # 202404089,
HAZARDOUS MATERIALS COMMODITY FLOW STUDY**

Dear Allison Veillette:

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

- IEM International, INC

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

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

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

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

Sincerely,



Peter.J. Rogers (Jul 23, 2024 14:43 EDT)

Peter Rogers
Maine Emergency Management Agency Director

STATEMENT OF APPEAL RIGHTS

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

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404089
RFP TITLE: Hazardous Materials Commodity Flow Study
BIDDER: IEM International, Inc
DATE: July 08, 2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans Emergency Management/Maine Emergency Management Agency
Name of RFP Coordinator: Tammy Thayer-Hardman
Names of Evaluators: Faith Staples, Darren Curtis, James Belanger

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
IEM International was the only bidder for RFP 202404089	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	XX
Section III. Proposed Services	35	XX
Section IV. Cost Proposal	25	XX
<u>Total Points</u>	<u>100</u>	<u>XX</u>

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**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Team agreed that the work performed previously by IEM International Inc., for past Commodity Flow Reports, had been professional and of good quality.

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

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

Evaluation Team Comments:

- I. Overview of the Organization
 - IEM International, Inc. has been evaluating the nexus between transportation and hazardous materials (Hazmat) for over 3 decades.
 - Their approach provides Geographic Information Systems (GIS) risk mapping, prioritized chemical lists, and solid actionable recommendations that help states and locals focus on prioritized actions, ensuring appropriate responses to emergencies at the state and local levels.
 - IEM International, Inc. has been the lead contractor to the Federal Emergency Management Agency (FEMA) and the US Army to support the Chemical Stockpile Emergency Preparedness Program (CSEPP).
- II. Subcontractors
 - IEM International, Inc. does not anticipate using any subcontractors for this effort.
- III. Organizational Chart
 - IEM International, Inc. is the largest woman- and minority-owned emergency management firm in the United States (US).
- IV. Litigation
 - IEM International, Inc. listed 6 ongoing matters, all denied by IEM, one was for the non-payment by a State Agency.
- V. Financial Viability
 - Proposal under Budget \$99,940.00.
- VI. Certificate of Insurances
 - IEM International, Inc. presented a Certificate of Insurance: Alera Group.

**STATE OF MAINE
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**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	25	XX

Evaluation Team Comments:

- IEM International Inc. has assisted Maine since 2009.
- Proven Professionalism
- Has always produced adequate product.
- Previous work was satisfactory to what the Department asked for and needed

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷		x	35 points	=	

Evaluation Team Comments:

- IEM International, Inc submitted a bid in the amount of \$99,940.00 which is under the budgeted amount for this Contract.



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404089
RFP: HAZARDOUS MATERIALS COMMODITY FLOW STUDY

I, FAITH STAPLES accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of VETERANS EMERGENCY MANAGEMENT/MAINE EMERGENCY MANAGEMENT AGENCY. 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.

Faith E. Staples

Signature

07/08/2024

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
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I, DARREN CURTIS accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of VETERANS EMERGENCY MANAGEMENT/MAINE EMERGENCY MANAGEMENT AGENCY. 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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Darren Curtis

Darren Curtis (Jul 8, 2024 12:11 EDT)

Signature

07/08/2024

Date



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RFP: HAZARDOUS MATERIALS COMMODITY FLOW STUDY

I, JAMES BELANGER accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of VETERANS EMERGENCY MANAGEMENT/MAINE EMERGENCY MANAGEMENT AGENCY. 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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07/08/2024

Date