

**State of Maine**  
**Master Score Sheet**

RFP# 202409174					
Building Management Services – Oxford District Court					
Bidder Name:		Sticht Property Management	RM Bradley	Maine Real Estate Management	Tribou Property Management
Proposed Cost:		\$90,000.00	\$129,000.00	\$95,619.00	\$90,960.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	30	26	23	21	12
Section III: Proposed Services	30	26	26	23	9
Section IV: Cost Proposal	40	40	27.90	37.65	39.58
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>92</u></b>	<b><u>76.90</u></b>	<b><u>81.65</u></b>	<b><u>60.58</u></b>

**Award Justification Statement**  
**RFP# 202409174 – Building Management Services – Oxford District Court**

**I. Summary**

RFP 202409174 was published to provide Building Management Services for the Oxford District Court, which include building oversight, minor repairs, and working with the Facility Engineers.

**II. Evaluation Process**

The RFP was evaluated in accordance with Title 5 and Ch. 110. The selection team was made up of three Facility Engineers who are responsible for the direct oversight of Building Managers at Court Houses throughout the State.

**III. Qualifications & Experience**

Sticht Management Company currently provides these services at multiple Court Houses throughout the State. They have been operating within property management for years and are well qualified for the work.

**IV. Proposed Services**

Sticht put forward a proposal with clearly defined expectations for their Building Manager in regards to schedule maintenance, building checks, and contractor oversight for projects that required a licenses professional.

**V. Cost Proposal**

Sticht's proposal was the cheapest proposal received.

**VI. Conclusion**

Sticht put forward a proposal that was detailed and met all requirements put forward by the Maine Judicial Branch. They also offered to provide these services at the cheapest price.



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**SAMPLE AWARD NOTIFICATION LETTER**

12 November, 2024

Jeff Davis  
225 Asylum St.  
Hartford, CT 06105

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202409174,  
Building Management Services – Oxford District Court

Dear Jeff:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management Services – Oxford District Court. 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:

- Sticht Property Management

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

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

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

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

Sincerely,

DocuSigned by:  
*Connor Smith*  
755F066F9C634D0...  
Connor Smith Esq.  
Procurement Manager  
Maine Judicial Branch  
125 Presumpscot St.  
Portland, ME 04103

## **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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**SAMPLE AWARD NOTIFICATION LETTER**

12 November, 2024

Jesse McCue  
P.O. Box 1193  
Bangor, ME 04402

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202409174,  
Building Management Services – Oxford District Court

Dear Jesse:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management Services – Oxford District Court. 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:

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125 Presumpscot St.  
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**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**SAMPLE AWARD NOTIFICATION LETTER**

12 November, 2024

Timothy Sticht  
P.O. Box 211  
Liberty, ME 04949

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202409174,  
Building Management Services – Oxford District Court

Dear Timothy:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management Services – Oxford District Court. 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:

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755F066F9C634D0...

Connor Smith Esq.  
Procurement Manager  
Maine Judicial Branch  
125 Presumpscot St.  
Portland, ME 04103

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**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**SAMPLE AWARD NOTIFICATION LETTER**

12 November, 2024

Steve Tribou  
582 North Rd.  
Newburgh, ME 04444

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202409174,  
Building Management Services – Oxford District Court

Dear Steve:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management Services – Oxford District Court. 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:

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755F066F9C634D0...

Connor Smith Esq.  
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125 Presumpscot St.  
Portland, ME 04103

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Maine Real Estate Management

**DATE:** 4 November, 2024

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch

**Name of RFP Coordinator:** Connor Smith

**Names of Evaluators:** Dylan Hanscom, Charles St. Pierre, Curt Lefebvre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	
•		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>21</b>
Section III. Proposed Services	<b>30</b>	<b>23</b>
Section IV. Cost Proposal	<b>40</b>	<b>37.65</b>
<u>Total Points</u>	<u>100</u>	<u>81.65</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Maine Real Estate Management

**DATE:** 4 November, 2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

Acceptable information provided



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Maine Real Estate Management

**DATE:** 4 November, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>21</b>

**Evaluation Team Comments:**

Refer to the sections and content of your RFP to develop a bulleted outline for notes for each section. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. Overview of the Organization
  - Established in the 1990s
  - Has provided to many Court Houses in the past
  - Listed 8 Maine Courthouse they currently provide services to (only provide to 3 Court Houses currently)
  - Knowledgeable about the needs of Maine Organizations
- II. Subcontractors
  - None
- III. Organizational Chart
  - Detailed Chart Provided
- IV. Litigation
  - None
- V. Financial Viability
  - Acceptable
- VI. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Maine Real Estate Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>30</b>	<b>23</b>

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**Evaluation Team Comments:**

PROVIDE SUPPLIES AND MATERIALS THROUGH MULTIPLE VENDORS

PROVIDE BACK-UP PERSONNEL FOR SICK TIME (EXPERIENCE WITH BACK-UP BM NOT BEING RELIABLE)

CMMS PROGRAM UTILIZED FOR SERVICES – NOT ALWAYS SPECIFIC TO BUILDING

DETAILED TASKS AND WORKPLAN PROVIDED FOR BMS. RESPONSIBILITIES LISTED AND WELL UNDERSTOOD.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Maine Real Estate Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$90,000.00</b>	,	<b>\$95.619.00</b>	<b>x</b>	<b>40 points</b>	<b>=</b>	<b>37.65</b>

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174  
**RFP TITLE:** Building Management Services – Oxford District Court  
**BIDDER:** RM Bradley  
**DATE:** 4 November, 2024

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch  
**Name of RFP Coordinator:** Connor Smith  
**Names of Evaluators:** Dylan Hanscom, Charles St. Pierre, Curt Lefebvre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
•		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>23</b>
Section III. Proposed Services	<b>30</b>	<b>26</b>
Section IV. Cost Proposal	<b>40</b>	<b>27.90</b>
<u>Total Points</u>	<u>100</u>	<u>76.90</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** RM Bradley

**DATE:** 4 November, 2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** RM Bradley

**DATE:** 4 November, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>23</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Nationwide Company
  - Manage 8 courthouses in the State of Connecticut
  - Operating for over 70 years
  - Familiar with different Building Management programs (none listed are currently utilized in Maine)
- II. Subcontractors
  - None Mentioned – list out trades that need to be contracted out
- III. Organizational Chart
  - Provided
- IV. Litigation
  - Two provided (Unrelated to services being provided – citizens slipping on ice)
- V. Financial Viability
  - Acceptable
- VI. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** RM Bradley

**DATE:** 4 November, 2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>30</b>	<b>26</b>

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**Evaluation Team Comments:**

PROVIDED A COST SAVING ANALYSIS UTILIZED IN OTHER LOCATIONS.  
OFFER MARKET RESEARCH AND ANALYSIS (LESS USEFUL FOR BM WORK)

PROVIDED A WORKPLAN AND REQUIREMENTS  
BM TASKS AND RESPONSIBILITIES LISTED WITH FREQUENCY/DETAILS ASSOCIATED WITH WORK.  
MET EXPECTATIONS OF REQUESTED SERVICES IN RFP.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** RM Bradley

**DATE:** 4 November, 2024

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$90,000.00</b>	,	<b>\$129,000.00</b>	<b>x</b>	<b>40 points</b>	<b>=</b>	<b>27.90</b>

**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174  
**RFP TITLE:** Building Management Services – Oxford District Court  
**BIDDER:** Sticht Property Management  
**DATE:** 4 November, 2024

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch  
**Name of RFP Coordinator:** Connor Smith  
**Names of Evaluators:** Dylan Hanscom, Charles St. Pierre, Curt Lefebvre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
•		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>26</b>
Section III. Proposed Services	<b>30</b>	<b>26</b>
Section IV. Cost Proposal	<b>40</b>	<b>40</b>
<u>Total Points</u>	<u>100</u>	<u>92</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Sticht Property Management

**DATE:** 4 November, 2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

Acceptable

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Sticht Property Management

**DATE:** 4 November, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>26</b>

**Evaluation Team Comments:**

Refer to the sections and content of your RFP to develop a bulleted outline for notes for each section. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. Overview of the Organization
  - Established in 2014
  - Currently provides BM services at four locations, including Capital Judicial Center
  - Fluent in systems utilized throughout State.
  - Utilize 360 training programs – provides training for BMs (OSHA and others) – tests yearly
- II. Subcontractors
  - Liberty
  - East Electrical
  - Siemens Equipment
- III. Organizational Chart
  - Detail chart provided
- IV. Litigation
  - None
- V. Financial Viability
  - Three years of taxes if requestes
- VI. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Sticht Property Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>30</b>	<b>26</b>

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**Evaluation Team Comments:**

IN LINE WITH TASKS REQUESTED IN RFP.

10% INCREASE FOR GOODS PROVIDED OUTSIDE SCOPE (IN LINE WITH EXPECTATIONS)

HAS ACCESS TO WOODCHIPPERS/DUMPTRUCKS AND OTHER EQUIPMENT AT SIGNIFICANTLY CHEAPER THAN RENTING SHOULD IT BE REQUIRED FOR THE COURTHOUSE.

DETAILED WORKPLANS FOR BMS

- **FRQUENCY OF TASKS AND REQUIREMENTS CLEARLY DICTATED.**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Sticht Property Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$90,000.00</b>	,	<b>\$90,000.00</b>	<b>x</b>	<b>40 points</b>	<b>=</b>	<b>40</b>

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Tribou Property Management

**DATE:** 4 November, 2024

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch

**Name of RFP Coordinator:** Connor Smith

**Names of Evaluators:** Dylan Hanscom, Charles St. Pierre, Curt Lefebvre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
•		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>12</b>
Section III. Proposed Services	<b>30</b>	<b>9</b>
Section IV. Cost Proposal	<b>40</b>	<b>39.58</b>
<u>Total Points</u>	<u>100</u>	<u>60.58</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Tribou Property Management

**DATE:** 4 November, 2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Acceptable preliminary information.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Tribou Property Management

**DATE:** 4 November, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>12</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Lot of experience with Building Management – Court House specific
  - 
  -
- II. Subcontractors
  - None
- III. Organizational Chart
  - Local employees
- IV. Litigation
  - None
- V. Certificate of Insurances
  - None provided



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Tribou Property Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>30</b>	<b>9</b>

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**Evaluation Team Comments:**

LISTS BM TASKS AND FREQUENCIES BUT IS NOT PARTICULARLY THOROUGH. NOT PARTICULARLY DETAILED. NO PROVIDED WORKPLANS.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER:** Tribou Property Management

**DATE:** 4 November, 2024

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$90,000.00</b>	,	<b>\$90,960.00</b>	<b>x</b>	<b>40 points</b>	<b>=</b>	<b>39.58</b>

**Evaluation Team Comments:**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** RM Bradley

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

\*\*\*\*\*

**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:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Company founded in 1975*
- *Company based in Hartford, Conn.*
- *Managing buildings in multiple States*
- *Manages more than 6 million sq ft of buildings*
- *Lists multiple large buildings including one courthouse in Enfield*

*2. Subcontractors*

- *Shows SJ Services as a subcontractor*
- 
- 

*3. Organizational Chart*

- *Manages 90 employees*
- *Lists Chairman, CEO and President of the company*

*4. Etc.*

- *Very large portfolio of commercial buildings it manages*
- *Currently have two pieces of litigation against them*
- *Financial Viability avail upon request*
- *COI included*

*II. Proposed Services*

*1. Services to be Provided*

- *Lists a computerized maint and repair program*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** RM Bradley

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- *Lists VP Property Management as overseeing the Oxford District Court, no other information about who that company is ??*
- *SJ Services provided a detailed management plan but not RM Bradley*
- 

2. *Implementation – Work Plan*

- *Work plan provided by SJ Services and VP Property Management*
- 
-

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Maine Real Estate Management

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  1. *Overview of Organization*
    - *Started in 1990*
    - *Clients include banks, partnerships, corporations, etc*
    - *Both State and Federal contracts*
  2. *Subcontractors*
    - *No subcontractors*
    - 
    -
  3. *Organizational Chart*
    - *Organizational chart submitted*
  4. *Etc.*
    - *Lists current building manager*
    - *Lists a "backup tech" but seldom if ever used, Facilities Engineer ends up covering for sick and vacation days on most occasions*
    - *Lists a maint manager who will "help with any training and coaching", this hasn't happened. The Facilities Engineer has implemented a training program for the Building Manager*
    - *Lists a Contract manager, he does a very good job*
    - *Lists awards and certifications, most received by the Contract Manager*
    - *No Litigation*
    - *Under Financial Viability, they list past due invoices incurred by the Judicial Branch to show financial viability, averaging \$71,457 per month*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Maine Real Estate Management

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- *Lists materials purchased for the Judicial Branch in the amount of \$139,099. Should be noted that MREM received \$13,909 for purchasing these materials.*
- *Provided balance and profit and loss sheets*
- *Shows certificate for "Building Maint and management Series Package" for the current BM Adam Besaw*
- *COI included*
- *Lists three buildings the currently manage, unfortunately the claim to manage the Capital Judicial Center under #2, this isn't the case, they do not currently have that contract.*

**II. Proposed Services**

**1. Services to be Provided**

- *Lists they have accounts with many suppliers, also have a central warehouse for supplies*
- *Lists 8 full time building managers currently working for the Judicial Branch, this is untrue.*
- *Lists backup floating tech to fill in for building managers, this has never happened at any of my locations. The Facilities Engineers cover for the BM when they are out sick or on vacation.*
- *Shows a building management tracking software they use to track projects*
- 

**2. Implementation – Work Plan**

- *Shows a detailed work plan*
- 
-

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER NAME:** Tribou Property Management

**DATE:** 11/1/2024

**EVALUATOR NAME:** Dylan Hanscom

**EVALUATOR DEPARTMENT:** Administrative Office of Court Facilities, Judicial Branch

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- BUILDING MAINTENANCE & MANAGEMENT FOR OVER 30 YRS.
- WORKED W/ COURT FOR (15) YEARS
- PIC, UNITY REALTY, & KEVIN KLINE

**2. Subcontractors**

- NO MENTION OF SUBCONTRACTORS
- 
- 

**3. Organizational Chart – NO CHART PROVIDED**

**4. Etc. • NO LITIGATION MENTIONED**

- NO COL PROVIDED
- NO LICENCES/CERTIFICATES PROVIDED

**II. Proposed Services**

**1. Services to be Provided**

- LIST OF 'BM' TASKS & FREQUENCIES (NOT VERY THOROUGH OR DETAILED)
- 
- 

**2. Implementation – Work Plan**

- NO WORK PLAN, BUT LIST OF FREQUENCIES/TASKS OF 'BM'
-

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202409174

RFP TITLE: Building Management Services – Oxford District Court

BIDDER NAME: Sticht Property Management, LLC.

DATE: 11/1/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, Judicial Branch

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

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- EST. 2014 AS A CONSTRUCTION PM, CURRENT BM POSITIONS AT CJ, PDC, WJC, SIKOW PC
- FAMILIAR W/ ALL JB BMS CONTROLS
- TRAINING FOR BM UTILIZING '360' ONLINE COURSES

2. Subcontractors

- LIBERTY EAST ELECTRICAL
- CONSUMER FUELS - HVAC/PLUMBING
- SIMMONS EQUIPMENT REPAIRS

3. Organizational Chart - PROVIDED ORGANIZATIONAL CHART

4. Etc. • NO LITIGATION

- CAN PROVIDE 3 YRS WORTH OF TAXES
- COI & LICENCES PROVIDED

II. Proposed Services

1. Services to be Provided

- PROVIDE ALL NECESSARY 'BM' FUNCTIONS
- MISC. PROJECTS BILLED AT \$45.00/HR... MATERIALS AT 10% PLUS COST.
- 

2. Implementation – Work Plan

- VERY DETAILED WORK PLAN FOR 'BM'.
- FREQUENCY OF TASKS & RESPONSIBILITIES LISTED.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services – Oxford District Court

**BIDDER NAME:** Maine Real Estate Management LLC

**DATE:** 11/1/2024

**EVALUATOR NAME:** Dylan Hanscom

**EVALUATOR DEPARTMENT:** Administrative Office of Court Facilities, Judicial Branch

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

**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- EST. 1990 AS COMMERCIAL & RESIDENTIAL REAL ESTATE FIRM
- AWARDS FROM HEALTHCARE INDUSTRY (RON VACHON)
- NO LITIGATION

**2. Subcontractors**

- CURRENTLY AT OXFORD, P.O., WEST BATH & B LOCATIONS.
- NO SUBCONTRACTORS WILL BE UTILIZED
- JASON KIRSCHMANN - BACKUP 'BM' IS UNRELIABLE
- LOT OF CERTIFICATES V.I.A. (RYAN BOUCHER/ RON VACHON)

**3. Organizational Chart - DETAILED ORGANIZATIONAL CHART**

**4. Etc. \*HAVE 'BM' THATS BEEN BM FOR LAST 8 MONTHS.**

- FINANCIAL V.I.A.BLE TO COVER \$71,457 / MONTH FOR JB.
- MATERIALS PURCHASED - EST. \$ 139,000 / YR. FOR JB.
- COI INCLUDED

**II. Proposed Services**

**1. Services to be Provided**

- PROVIDES SUPPLIES & EQUIPMENT THROUGH VARIOUS VENDORS.
- PROVIDES BACKUP PERSONNEL & VACANCIES W/ LARGE WORKFORCE
- CMMS PROGRAM TO BUILD OUT PM & RECURRING MAINTENANCE

**2. Implementation – Work Plan**

- VERY DETAILED TASKS & WORK PLAN FOR 'BM':
- FREQUENCY OF TASK & RESPONSIBILITIES LISTED

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202409174

RFP TITLE: Building Management Services – Oxford District Court

BIDDER NAME: RM Bradley Commercial Brokerage and Property Management, Joint Venture with SJ Services

DATE: 11/1/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, Judicial Branch

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- EST. IN 1975 AS REAL ESTATE FIRM IN HARTFORD, CT / NATION WIDE COMPANY
- PROVIDES FULL RANGE OF REAL ESTATE SERVICES TO CLIENTS IN HARTFORD, SIMSBURY, BOSTON, & WASHINGTON, D.C.
- MANAGES (8) COURTHOUSES IN CT CURRENTLY.

2. Subcontractors

- FULLY AUTOMATED SYSTEM & MAPCON - PM PROGRAMS FOR TRACKING FREQUENCIES
- NO SUBCONTRACTORS MENTIONED.
- LOTS OF NATION WIDE AWARDS FOR A NUMBER OF DIFFERENT BUILDING TYPES & SIZES.
- COST SAVING ANALYSIS FOR PAST PM SITES LISTED.

3. Organizational Chart - ORGANIZATIONAL CHART PROVIDED.

4. Etc. ○ COL PROVIDED

- FULL SUPPORT STAFF; ACCOUNTING, QC, ENERGY CONSERVATION, LIFESAFETY, OSHA, LANDLORDS, PROPERTY ACQUISITION/DISPOSITIONS, PORTFOLIO ANALYSIS, MARKET RESEARCH & ANALYSIS.

II. Proposed Services

1. Services to be Provided

- WILL PROVIDE ALL NECESSARY BM SERVICES LISTED IN RFP.
- PROVIDE (24) HR/24/7 ON CALL FOR EMERGENCIES.
- BM TASKS & RESPONSIBILITIES LISTED W/ FREQUENCIES IN DETAIL.

2. Implementation – Work Plan

- PROVIDED WORK PLAN
- REQUIREMENTS LISTED

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Maine Real Estate Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- MREM started in 1990 and has grown as a company since then.
- MREM clients include institutions, banks, partnerships, corporations, government entities and individual owners.
- MREM has successfully handled many large facilities management projects for Office Buildings and Government Facilities.
- MREM did not specify how many people there are in the company.

2. Subcontractors

- MREM specified that no subcontractors of MREM will be used.
- MREM did not specify any specific subcontractors.

3. Organizational Chart

- MREM provided a detailed chart showing how the company is structured. Also adding key employees and their duties.

4. Etc.

- MREM has no such applicable litigation.
- MREM provided a copy of their COI.
- MREM did not provide any licensure or certifications.
- MREM noted that they have a Mechanical Engineer on staff.
- MREM Building Managers go through Building Maintenance and Management Series training and receive a certificate of training.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Maine Real Estate Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- Listed 8 courthouses they are covering but they only have 3 courthouses.

II. Proposed Services

1. Services to be Provided

- 1) MREM provided a detailed 10-page Building Management Services document.
- 2) Suppose to provide back up but doesn't provide it.
- 3) Generic listing of services that do not reflect the building.

2. Implementation – Work Plan

- MREM provided a 12-month work *implementation plan*.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** RM Bradley

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- RM Bradley was founded in 1975.*
- RM Bradley provides a full range of real estate services.*
- RM Bradley has 90 employees, manages more than 6,500,000 SF of property (including 8 Courthouses for the State of Connecticut).*
- RM Bradley has provided professional property and facility management services for more than 40 years.*
- RM Bradley has successfully managed many large facilities.*
- RM Bradley has services that the MJB wont need.*
- Have programs in place to save client money.*

*2. Subcontractors*

- RM Bradley did provide a list of subcontractors.*
- RM Bradely stated that, "No Subcontractors will be used without bidding of required services per State guidelines."*
- 

*3. Organizational Chart*

- RM Bradley Provided an organizational chart.*
- There are some other imbedded companies that will do parts of the work. Seems more complicated then it needs to be.*

*4. Etc.*

- REM Bradley Provided COI.*
- Provided and extensive list of Facilities Functions.*
- Large qualifications document*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** RM Bradley

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- *2 pieces of litigation*

*II. Proposed Services*

*1. Services to be Provided*

- *RM Bradley provided a list of property management services.*

*2. Implementation – Work Plan*

- *Bm task listed with responsibility and detail*
-



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Sticht Property Management

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Founded in 2014, father and son operation*
- Seven employees*
- Currently providing building management for four Maine courthouse locations*
- 55 years of experience in the building trades*
- Manages eleven residential properties*
- Fluent in most BMS systems, Metasys, Desigo, Niagara*
- Lists training in ADA, OSHA 10, and building management and maint through the 360 training portal*
- Lists \$150K worth of repairs for the JB in 2023, \$400K in 2024*
- Created bid packets from \$1000 to \$400,000*

*2. Subcontractors*

- Subcontractors listed for electrical, plumbing, hvac and mechanical repairs*

*3. Organizational Chart*

- Shows a detailed organizational chart*
- 

*4. Etc.*

- No litigation listed*
- Three years of tax paperwork available upon request*
- COI included*
- Boiler repair journeyman certificate*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Sticht Property Management

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- *Propane and natural gas technician certificate*
- *Desigo BMS certificate*

*II. Proposed Services*

*1. Services to be Provided*

- *Provided detailed list of services to be provided*

*2. Implementation – Work Plan*

- *Provided monthly work plan for twelve months*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Building Management Services

**BIDDER NAME:** Sticht Property Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Property management company consisting of seven employees, subcontractors and vendors.
- SPM is currently performing the building management services at the Skowhegan Courthouse, Capital Judicial Center, Waldo Judicial Center and Presque Isle DC.
- SPM is fluent with most Building Management Systems including Metasys, Desigo, Niagara and Maine Controls.
- SPM has done \$150,000 worth of building management and repair services for the State of Maine in 2023.
- SPM has over fifty-five years of combined experience in the following trades, carpentry, electrical, plumbing, HV AC, painting, moving, preventive maintenance, lawncare, and snow removal.
- SPM is trained in commercial and residential building codes, ADA requirements as well as current construction management protocols.
- SPM provides continued training for all building managers including OSHA 10 hr. construction, bloodborne pathogen and HR industry standard training with yearly testing.
- SPM has created commercial/residential construction and mechanical bid packets and quotes from \$1000 to \$400,000.

*2. Subcontractors*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Sticht Property Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

- 1) SPM listed specific subcontractors for electrical, HVAC and Equipment Repair.
- 2) No listing for plumber.
3. *Organizational Chart*
  - *Provided a detailed organizational chart showing departments and how they fit within the company.*
4. *Etc.*
  - *Provided license for Propane & Natural Gas Technician.*
  - *Provided license for Journeyman 1 and 2 Oils up to 15 GPH.*
  - *Provided Certificate Of Liability Insurance.*
  - *No litigation*
  - *Can provide tax statements*

**II. Proposed Services**

**1. Services to be Provided**

- 1) Provided a list of services in line with what was asked for in the RFP.
- 2) SPM has a twenty-four-foot box truck, three pickup trucks and a sixteen-foot enclosed trailer that is available for any moving.
- 3) SPM has a tractor, backhoe, woodchipper, dump truck and all lawn care equipment available if needed.

**2. Implementation – Work Plan**

- *Provided a month-to-month work plan for the first year of service.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Tribou Property Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

1. TPM has been doing building management and maintenance for over 30 years.
2. TPM has worked at almost all the courthouses north of Lewiston.
3. Stated they have been working with the MJB for 14 years.
4. Own's a Line Striping Company.

*2. Subcontractors*

1. TPM stated they have plenty of contacts who they work with to get things done.
2. No specific subcontractors specified.

*3. Organizational Chart*

1. No chart submitted.

*4. Etc.*

1. No certificate, licenses or COI's provided.
2. No litigation

*II. Proposed Services*

*1. Services to be Provided*

- 1) Provided building manager task and frequency list not detailed.

*2. Implementation – Work Plan*

1. No workplan provided.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202406174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Tribou Property Management

**DATE:** November 1, 2024

**EVALUATOR NAME:** Charles St. Pierre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202409174

**RFP TITLE:** Building Management Services

**BIDDER NAME:** Tribou Property Management

**DATE:** 11-04-24

**EVALUATOR NAME:** Curt J Lefebvre

**EVALUATOR DEPARTMENT:** Judicial Branch / Facilities

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Doing building management and maint for over 30 years*
- Has worked for the Maine courts for over fourteen years*

*2. Subcontractors*

- None listed*

*3. Organizational Chart*

- None listed*

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- None listed*

*2. Implementation – Work Plan*

- Lists building manager task and frequency list*



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202409174  
RFP TITLE: Building Management Services – Oxford District Court**

I, Charles St. Pierre accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

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

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

DocuSigned by:

*Charles St. Pierre*

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11/4/2024

**Signature**

**Date**



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202409174  
RFP TITLE: Building Management Services – Oxford District Court**

I, Curt Lefebvre accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

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

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

DocuSigned by:  
*Curt Lefebvre*  
50BDE603C4E74E2

11/4/2024

**Signature**

**Date**



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202409174  
RFP TITLE: Building Management Services – Oxford District Court**

I, Dylan Hanscom accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

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

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

DocuSigned by:  
*Dylan Hanscom*  
3D1E9BB167924E3

**Signature**

11/4/2024

**Date**