



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

**Janet T. Mills
Governor**

**Kirsten LC Figueroa
Commissioner**

AWARD NOTIFICATION LETTER

03/19/2025

Tasha Massey
On Point Realty
17 Legros Lane
Arundel, ME 04046

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202411203,
Realtor Services to Sell Tax-Acquired Properties

Dear Tasha Massey:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative & Financial Services for Realtor Services to Sell Tax-Acquired Properties. 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(s) to the following bidder:

- On Point Realty

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,

A handwritten signature in black ink, appearing to read 'PWL' with a flourish underneath.

Peter W. Lacy
Director of Property Tax
Maine Revenue Services

STATEMENT OF APPEAL RIGHTS

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

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES-SINGLE BIDDER**

RFP #: 202411203

RFP TITLE: Realtor Services to Sell Tax-Acquired Properties

BIDDER: Tasha Massey/On Point Realty (SINGLE BIDDER)

DATE: 03/06/2025

SUMMARY PAGE

Department Name: Department of Administrative & Financial Services

Name of RFP Coordinator: Peter W. Lacy

Names of Evaluators: Lisa Whynot, Justin McMann, Colby Higgins

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none"> • Bidder must be a real estate broker or agent licensed by the State of Maine under 32 M.R.S., Chapter 114. 	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	40	N/A
Section III. Proposed Services	35	N/A
Section IV. Cost Proposal	35	N/A
<u>Total Points</u>	<u>100</u>	N/A

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**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Maine Revenue Services (MRS), through its Property Tax Division, is responsible for the assessment and collection of property tax in the unorganized territory (UT) of Maine. The UT consists of all the areas of the state which are not located in an organized municipality and includes 429 townships and several coastal and inland islands. Geographically, the UT is concentrated largely in the north and east and makes up roughly half the state by area.

The State annually acquires multiple properties in the UT through the foreclosure of tax liens for nonpayment of property taxes. MRS has historically listed and sold these properties through a sealed bid process. Due to recent legislative changes, see 36 M.R.S. §943-C, MRS is now required to list and sell these tax-acquired properties via a licensed real estate agent or broker.

Evaluation Team Comments:

By law, the successful bidder must be a real estate broker or agent licensed by the State of Maine under 32 M.R.S., Chapter 114. The team reviewed and agreed that bidder meets these requirements.

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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	N/A

Evaluation Team Comments:

- I. Overview of the Organization/Organizational Chart
 - Bidder is a realty firm consisting of an owner/designated broker, three associate brokers, a marketing specialist, transaction coordinator, and brand strategist. Qualifications include 5+ years of full-time real estate experience including the sale of 100+ homes in both rural and urban areas of the state. The team reviewed and agreed that the bidder has the qualifications and staff to meet the requirements of the agency for this RFP.
- II. Subcontractors
 - By law, the property must be sold by a licensed real estate agent or broker, and the sale of any tax-acquired property may not be subcontracted.
- III. Litigation
 - No pending litigation is noted.
- IV. Financial Viability
 - Bidder has provided evidence of a number of recent successful projects, including the sale of 50+ properties for a local attorney, who also provided a letter of recommendation on behalf of the bidder.
- V. Certificate of Insurances
 - Certificate of Liability Insurance for bidder through Foreshore Insurance Brokers provided.

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**EVALUATION OF SECTION III
Proposed Services**

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

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- A.** RFP requires the bidder to provide realtor services for **all** tax-acquired properties in the UT, including:
1. Working with MRS to determine the highest reasonable prices at which the properties are anticipated to sell;
 2. Listing the properties for sale;
 3. Promoting and marketing sales of the properties;
 4. Communicating with prospective buyers about the properties;
 5. Facilitating communication between MRS and prospective buyers if necessary;
 6. In consultation with MRS, negotiating sales of the properties; and
 7. Coordinating sales of the properties, including sale closings.
-

Evaluation Team Comments:

- The team reviewed the bidder’s response to the proposed services included in the RFP. Bidder’s experience and described plans for providing the requested services demonstrate the ability to meet the MRS requirements for pricing, marketing, and communicating with prospective buyers for the sale of these tax-acquired properties, in accordance with the terms of the RFP and the requirements of state law.

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**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
Single bidder	,	Single bidder	x	25 points	=	N/A

Evaluation Team Comments:

- The team reviewed the cost proposal provided and the proposed compensation scheme (4% for sale prices >\$100k, 5% for sale prices <\$100K) seems appropriate given the types of properties generally available and the geographic and other challenges in marketing and selling tax-acquired properties in a the unorganized territory.



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202411203
RFP TITLE: Realtor Services to Sell Tax-Acquired Properties

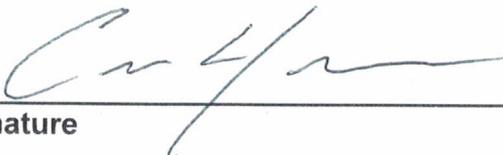
I, Colby Higgins accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in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

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

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

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

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


Signature

3/6/2025
Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202411203

RFP TITLE: Realtor Services to Sell Tax-Acquired Properties

I, Justin McMann

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

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Signature

3/6/2025

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AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202411203

RFP TITLE: Realtor Services to Sell Tax-Acquired Properties

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

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

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Lisa Whynot
Signature

3-17-2025
Date