**STATE OF MAINE**

**Department of Public Safety**

*Bureau of Highway Safety*



**RFP# 202412214**

**Child Passenger Safety Conference**

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| **RFP Coordinator** | **NAME:** | Kristen Morin |
| **TITLE:** | Contract Grant Specialist |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

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| --- | --- |
| **Submitted Questions Due Date** | January 17, 2025, no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | |

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| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | January 29, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

**RFP# 202412214**

**Child Passenger Safety Conference**

The State of Maine, Department of Public Safety, Bureau of Highway Safety, is seeking a vendor to provide conference space to conduct a bi-annual Child Passenger Safety Conference in the State of Maine.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on January 29, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **ADA** | Americans with Disabilities Act |
| **BGR** | Bangor International Airport |
| **A/V** | Audio/Visual |
| **BHS** | Bureau of Highway Safety |
| **Bureau** | Bureau of Highway Safety |
| **CPS** | Child Passenger Safety |
| **Department** | Department of Public Safety |
| **MeBHS** | Maine Bureau of Highway Safety |
| **NETS** | Network of Employers for Traffic Safety |
| **NHTSA** | National Highway Traffic Safety Administration |
| **PWM** | Portland International Airport |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine**

**Department of Public Safety**

*Bureau of Highway Safety*

**RFP# 202412214**

**Child Passenger Safety Conference**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Public Safety (Department), Bureau of Highway Safety (BHS) is seeking proposals for conference services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Maine Bureau of Highway Safety is seeking proposals for conference services to include; general session room, boardroom for the conference planning committee, meals and beverage breaks, up to 10 exhibitor booths, audio and visual equipment and support, lodging, and related services defined herein. The Provider will be responsible for one arrival day and a one-day conference. Attendance will be approximately 200 people, including technicians, technician workers, speakers, and Bureau staff.

As the sponsor of the Conference, we are looking for reasonable cost of meals and facility rental fees and utilization. We will work with the successful Bidder on a specific agenda including changes in sessions, room, etc.

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

All interested parties are invited to submit bids in response to this Request for Proposals. Only Bidders who are able to provide lodging at no more than the allowable government GSA per diem rate for up to 10 individual rooms will be considered.

Bidders must be available for the initial term conference dates on September 21 & 22, 2025. The Bureau will work with the Vendor to determine the two renewal dates.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for 2 renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 03/01/2025 | 09/30/2025 |
| Renewal Period #1 | 10/01/2026 | 09/30/2027 |
| Renewal Period #2 | 10/01/2028 | 09/30/2029 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

1. **Conference Details**

Conference hosting will include event planning and management, overnight accommodations, meals, spaces for conference related presentations/activities, and audio/visual (AV) and computer network infrastructure. The successful Bidder will be required to coordinate, oversee and manage, daily, all aspects of the conference hosting, including event flow, staging, and room setup.

All spaces, including, but not limited to, presentation spaces, parking and restrooms must be accessible for individuals with disabilities as per the Americans with Disabilities Act (ADA) <http://www.ada.gov/>.

1. **Location**

The Bureau is specifically seeking proposals from Bidders with venues geographically located within a 25-mile radius of Portland International Airport (PWM) or the Bangor International Airport (BGR), Maine. This preference allows for easier access for speakers and manufacturers to reach the location. Being within a 25-mile radius of the airports listed above allows for the largest number of attendees possible.

1. **Conference Facilities Requirements**
   1. **Registration Table**

The successful Bidder maintains a location for registration. Registration should be located centrally and be able to accommodate the number of attendees arriving during pre-conference registration. The Bidder must describe the proposed space, including size, capacity, network capabilities, and set-up. The Bureau will staff the registration table, but the successful Bidder must have at least one assigned contact to assist with facilities issues, should they occur. Conference staff will need access to the registration table at least one hour before registration start time.

* 1. **Wireless Internet Access**

All meeting facilities must include sufficient wireless internet access. Overnight lodging rooms must also provide participants wireless internet access at no cost. The Bidder must describe its wireless internet capacity and its overall internet connectivity speed in its meeting facilities.

* 1. **General Session Conference Room**

The Bidder must have sufficient capacity to accommodate all attendees with round tables (banquet style). There needs to be multiple microphones, a podium, tables and chairs, and a screen for any speakers and an additional table for an awards ceremony. The room must have AV equipment, including digital projection equipment, standard laptop computers, projection screen, and table for presenter. The successful Bidder will provide an additional table at the back of each room and shall supply all paper, pens, pitchers of water, and candies; and replenish as needed. Bidders must describe available space(s), including room set-up, AV equipment including digital projection equipment, standard laptop computer, and network capabilities.

* 1. **Conference Headquarters**

Must have one boardroom in a convenient location for Bureau event staff. This will become headquarters for storage of paperwork and supplies and a place for the conference planning staff to convene before, during, and after daily conference activities. There needs to be a key provided to one conference planning staffer for access. The room should have at least one table and be able to seat up to 10 individuals comfortably. Bidder must describe available space(s), including set-up, capacity and network capabilities.

* 1. **Signage**

The Bidder must maintain indoor and outdoor signage, where appropriate, to assist attendees in locating registration area, large general session area, dining area, potential outdoor activity areas, parking locations, and overnight accommodations.

* 1. **Outdoor Hands-On Activity**

The Bidder must have at least 20 parking spaces reserved for technician car seat installation testing with Instructors.

* 1. **Dining/Catering Services**

The Bidder must provide a separate meal/break serving area that neither setup, nor cleanup, will interfere with presentations. It is desirable to have this area located near the exhibitor booths. The Bureau will consider all bidder recommendations.

* 1. **Exhibitor Booth/Tables**

The Bidder must be able to accommodate up to 10 exhibitor booths/tables (8’ x 10’ or 10’x 10’), including linen and two chairs at each booth space. Exhibitors must be allowed to ship car seats to the venue prior to the conference and be able to set up booth/table areas.

* 1. **Trailer Storage**

The Bidder must have a parking space reserved closest to the conference areas for a supply trailer to be stored at least two (2) days prior, during, and two (2) days after the conference closes. A Bureau contractor will haul the training trailer to and from the venue. The trailer measures 7.5’ wide and 22’ long.

* 1. **Shuttle Transport**

Ideally, the successful Bidder will have a shuttle option to pick up and drop off speakers at the Portland Jetport or Bangor International Airport and to transport technicians to a potential local area location for public car seat check event at pre-determined times.

* 1. **Conference Facility Accessibility**

The Bidders must describe the venue’s accessibility or shortcomings for all facilities that will be part of the event, identify if there are any barriers and what accommodations will be necessary (for example, use of an alternative entrance, shuttle between meeting areas and lodging), distances between separate facilities, and whether lodging facilities include accessible bathrooms.

1. **Support and Technical Requirements**
   1. The successful Bidder will have at least one onsite technical expert available to provide technical support to presenters and attendees for network and internet connectivity. Technical assistance will be needed throughout the entire period of the conference 8am – 5pm. The Bidder must indicate the number of tech staff available.
   2. The successful Bidder will work with the Bureau to ensure websites/programs required for the event are available on the network infrastructure. The conference will require regular access to the public worldwide web as well as to standard email servers. If there is filtering or blocking there should be an option to turn it off for the conference, if needed.
   3. The general session room will need projectors, laptops, screens and extension cords (when applicable), as well as tech support available as needed.
2. **Lodging, Parking and Meal Requirements**
   1. Lodging
      1. The successful Bidder will have a sufficient number of overnight rooms to accommodate a portion of the expected number of conference participants. The lodging requirement would be for up to 10 individual rooms, on site, at no more than the GSA per diem rate. The rooms will be booked individually by the attendees. The remaining attendees will be free to reserve lodging at their choice, but Bidders are encouraged to offer a discounted rate at their facility. Accommodation will be the responsibility of conference participants, the exception being State of Maine employees, applicable conference planning staff and conference speakers. Confirmed State of Maine employees, planning staff and speakers will need to be included on the conference master account at no more than federal government per diem rate, <http://www.gsa.gov/portal/content/104877>. The Bidder must describe lodging and bathroom facilities.
      2. The successful Bidder will manage overnight room assignments for the conference participants. Speakers will not have a required timeframe for check-in, and the rooms for speakers will not be released to other individuals for the pre-determined timeframe listed in 4a above.
   2. Parking
      1. The Bidder must describe their parking facility capacity. Conference participants attending during the day, or those staying overnight, will require parking facilities. There should not be parking fees or valet requirements for conference participants and/or the Bureau staff.
   3. Meals
      1. The successful Bidder will maintain dining facilities able to accommodate the total expected number of conference participants and staff at the state per diem rate. The Bidder must describe purposed dining space, including size, capacity, room set-up and hours of operation. Per diem rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
      2. The successful Bidder will ensure meal preparations and service able to provide a buffet breakfast and buffet lunch. There will be an additional need for a beverage break all day for the total expected number of conference participants and staff.
      3. The successful Bidder will provide meals for participants requiring special dietary needs, such as food allergies or special dietary requirements (vegetarian, vegan, etc.). The Bidder must note how much advance noticed required to provide meals for participants with special dietary needs.
      4. The successful Bidder will provide morning and/or afternoon beverage stations located near exhibitor areas on the day of the main conference. Snack and/or beverage stations will be available 30 minutes once the station is set up. This will allow conference participants time to get additional items, as needed.
      5. The Bidder shall offer menu options that provide for a balanced diet with a variety of choices.

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
      2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202412214 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Financial Viability**

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Bidders must provide a realistic work plan for the implementation of the program through the first contract period. The work plan must be displayed in a timeline chart, and concisely describe each program development and implementation task, the month it will be carried out, and the person or position responsible for each task. If applicable, Bidders must identify all tasks to be delegated to subcontractors.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting 01/01/2025 and ending on 9/30/2025.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **No Points – Eligibility Requirements** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **35 points** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **35 points** |
| **Section IV.** | **Cost Proposal**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **30 points** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 30 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

**PROPOSAL COVER PAGE**

**RFP# 202412214**

**Child Passenger Safety Conference**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| *(Provide information requested below if* ***different*** *from above)* | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202412214**

**Child Passenger Safety Conference**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202412214**

**Child Passenger Safety Conference**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.**  *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

**COST PROPOSAL FORM**

**RFP# 202412214**

**Child Passenger Safety Conference**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost (A + B + C):** | **$** |

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. All costs should be given based on the estimated 200 attendees. The proposed cost must be presented as a breakdown of Facility Costs, Catering/Meal Costs, and Lodging Costs, with the sum of these categories being used as the total Proposed Cost in the cost scoring formula, as defined Part V, B, 3 of the RFP. Bidders may add additional cost lines if necessary, so long as they fall under one of the three defined categories and are necessary to fulfill the requirements of this RFP.

|  |  |  |
| --- | --- | --- |
| **Facility Costs** | | |
| Description of Service and/or Documentation | Room(s) | Total Cost |
| General Session Room Rental; fee and any other associated costs (i.e., equipment, staging, etc.) |  |  |
| General Session Room AV: (podium, microphone, screen, furniture, etc.) |  |  |
| Conference Headquarters Room (table, chairs, etc.) |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Facility** | | $ |

|  |  |  |
| --- | --- | --- |
| **Catering/Meal Costs** | | |
| Description of Service and/or Documentation | Price Per Person | Total Cost |
| Buffet Breakfast & Buffet Lunch (one day) |  |  |
| Refreshment Break (one day) |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Catering** | | $ |

|  |  |  |
| --- | --- | --- |
| **Lodging** | | |
| Description of Service and/or Documentation | Rate | Total Cost |
| Cost for up to 10 required individuals, at no  more than the allowable government per diem rate. |  |  |
| Other Costs – Please identify/describe in detail |  |  |
| 1. **Total Cost of Lodging** | | $ |

|  |  |
| --- | --- |
| **Total Proposed Cost of Bid (Combined Total Cost of A-C above)** | $ |

**APPENDIX E**

**State of Maine**

**Department of Public Safety**

**Bureau of Highway Safety**

**SUBMITTED QUESTIONS FORM**

**RFP# 202412214**

**Child Passenger Safety Conference**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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