



**STATE OF MAINE
DEPARTMENT OF MARINE RESOURCES**

**Janet T. Mills
Governor**

**Carl Wilson
Commissioner**

AWARD NOTIFICATION LETTER

11 June, 2025

Aspen Helicopters

**SUBJECT: Notice of Conditional Contract Award under RFP # 202503042,
Aviation Services for Marine Mammal Surveys**

Dear Evelyn Lynn, Vice President, Director of Operations - Aspen Helicopters,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Marine Resources for Aviation Services for Marine Mammal Surveys. 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:

- Aspen Helicopters

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,

Sarah M. Leiter

Sarah M. Leiter,
Marine Resource Scientist IV
Department of Marine Resources
Division of Marine Mammal Research
Sarah.Leiter@Maine.gov

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**

RFP #: 202503042

RFP TITLE: Aviation Services for Marine Mammal Surveys

BIDDER: Aspen Helicopters

DATE: 06/05/2025

Note: Aspen Helicopters was the only bidder for RFP # 202503042.

SUMMARY PAGE

Department Name: Marine Resources

Name of RFP Coordinator: Sarah Leiter, Marine Resource Scientist IV

Names of Evaluators: Sarah Leiter, Paul Nagelkirk, Steve Ingram

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• Aircraft Requirements	X	
• Aircraft Certification Requirements	X	
• Aircraft Maintenance Requirements	X	
• Pilot Requirements	X	
• Insurance Requirements	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	60	N/A
Section III. Proposed Services	15	N/A
Section IV. Cost Proposal	25	N/A
<u>Total Points</u>	<u>100</u>	<u>N/A</u>

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BIDDER: Aspen Helicopters
DATE: 06/05/2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Aspen Helicopters was the only bidder for this RFP.

The aircraft meets the requirements listed, and the Survey Program will work with Aspen Helicopters to ensure the life raft in the aircraft is suited for offshore conditions in the Gulf of Maine.

Scheduled maintenance is followed as required. The Evaluation Team will request that a State mechanic review the maintenance records for the aircraft as the Contract is drafted.

The Evaluation Team notes that the candidates for PIC meet the pilot requirements listed, and will request clarification from the bidder on the following listed credentials: Actual IFR Hours vs. Simulated IFR Hours, definitions for Low-Level vs Offshore hours, and SIC hours conducted as marine mammal surveys.

Insurance Requirements are met, in accordance with what was requested. Risk Assessment will evaluate the insurance documents provided to ensure that the State is listed as co-insured and meets State requirements as the Contract is drafted.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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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	60	N/A

Evaluation Team Comments:

Aspen Helicopters was the only bidder for this RFP.

- I. Overview of the Organization
 - The projects listed by the Bidder as proof of experience were all extremely relevant to the work the State will conduct: offshore aerial surveys for marine mammal surveys conducted for the New England Aquarium, NOAA, and Azura Consulting LLC (current Contractor of the State)
 - The Organizational Overview provided details the Bidder’s decades of experience in providing aviation services, extensive flight hours, and robust team of personnel and qualified pilots
 - The Safety Program and safety record detailed in the organizational overview impressed all members of the Evaluation Team
- II. Subcontractors
 - Not Applicable
- III. Organizational Chart
 - The Bidder has provided a detailed organizational chart, as well as a list of roles and responsibilities for the personnel listed.
 - Personnel listed are more than sufficient for supporting the operations of the State.
 - The expertise and experience of the personnel listed will ensure the successful completion of the State’s research objectives.
- IV. Litigation
 - Not Applicable
- V. Financial Viability
 - Required financial documentation was provided and confirm the financial viability of the Bidder.
- VI. Certificate of Insurances
 - Documentation of insurance was provided.
- VII. Licensure / Part 135 Certification
 - Part 135 Certification was provided and meets the requirements of the State.

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**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	15	N/A

Evaluation Team Comments:

Aspen Helicopters was the only Bidder for this RFP.

The proposed services outlined by the Bidder in Section 1, a – h are in alignment with the needs of the State for the successful completion of marine mammal surveys.

The Work Plan outlined in Section 2 allows for flexibility to ensure the successful completion of monthly survey operations.

The Evaluation Team concurred that the proposed services and work plan align with the State’s request.

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**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
\$672,408.00	,	\$672,408.00	x	25 points	=	N/A

Evaluation Team Comments:

Aspen Helicopters was the only Bidder for this RFP.

The proposed cost for the services is reasonable, and line items for each proposed cost are clearly defined. The Evaluation Team had no concerns related to proposed cost.



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202503042
RFP TITLE: Aviation Services for Marine Mammal Surveys

I, Sarah Leiter, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Marine Resources. 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.

Sarah M. Leiter

Signature

6/01/2025

Date



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RFP #: 202503042
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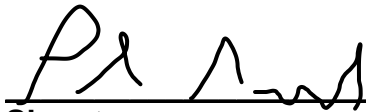
I, Paul Nagelkirk, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Marine Resources. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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I, Steve Ingram, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Marine Resources. 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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A handwritten signature in blue ink that reads "Steve Ingram".

Signature

6/01/2025
Date