**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Bureau of General Services*



**RFP# 202507098**

**Security Screening Equipment and Software**

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| *All communication regarding the RFP must be made through the RFP Coordinator.* |

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| **Submitted Questions Due Date** | July 24, 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:** | August 7, 2025, no later than 11:59 p.m., local time. |
| **TO:** | 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 Administrative and Financial Services**

**RFP# 202507098**

**Security Screening Equipment and Software**

The State of Maine is seeking proposals for a comprehensive security solution for the Burton M. Cross State Office Building, the State House, and a parcel scanner for the Maine State Postal Service in Augusta, 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. Proposal submissions must be received no later than 11:59 p.m., local time, on August 7, 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** | American with Disabilities Act of 1990, As Amended. 42 U.S.C. § 12101 et seq. (1990). Standards are set in the 2010 ADA Standards for Accessible Design and Guidance on the 2010 ADA Standards for Accessible Design. |
| **AWG** | American Wire Gauge (System) |
| **Confidentiality** | Preserving authorized restrictions on information access and disclosure, including means for protecting confidential or sensitive information. A loss of confidentiality is the unauthorized disclosure of information. |
| **Data Classification**  | The process of risk assessment of data. See **Appendix D** for the Data Classification process (see also “PII Confidentiality Impact Level”).  |
| **Department** | Department of Administrative and Financial Services |
| **FCC** | Federal Communications Commission |
| **PII (Personally Identifiable Information)** | Data that is maintained by an agency that could potentially identify a specific individual and needs to be protected in accordance with state and/or federal law, including (1) any information that can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. |
| **PII Confidentiality Impact Level**  | The PII confidentiality impact level—low, moderate, or high—indicates the potential harm that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. (NIST SP 800-122). See **Appendix D**. PII is evaluated to determine its confidentiality impact levels, so that appropriate safeguards can be applied to the PII.  |
| **State** | State of Maine |
| **State Data** | Any information originating with the State, regardless of form or medium of disclosure (e.g., verbal, observed, hard copy, or electronic) or source of information. It includes any information concerning the State’s information technology infrastructure, systems and software and procedures; and information originating with the State in the course of using and configuring the Services provided under the contract. It includes any sensitive information held by the State that may be protected from disclosure pursuant to a federal or state statutory or regulatory scheme intended to protect that information, or pursuant to an order, resolution or determination of a court or administrative board or other administrative body.  |
| **RFP** | Request for Proposals |
| **CSOB** | Burton M. Cross State Office Building, located at 111 Sewell Street, Augusta, ME 04330 |
| **State Postal** | Maine State Postal Services, located at 85 Leighton Road, Augusta, ME 04330 |
| **ONVIF** | Open Network Video Interface Forum standards |
| **VMS** | Video Management System |
| **MaineIT, OIT** | Office of Information Technology |

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**RFP# 202507098**

**Security Screening Equipment and Software**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Administrative and Financial Services (Department) is seeking bids from qualified vendors for the procurement and installation of a comprehensive security solution for the Burton M. Cross State Office Building (CSOB) and for the State House, and one (1) image enhancement x-ray parcel scanner for the Maine State Postal Service. The comprehensive security solution must include: three (3) mass entry weapons detection systems, two (2) image enhancement x-ray baggage scanner, and two (2) electromagnetic turnstiles with integrated access control. All bids must meet specifications 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.

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](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mainelegislature.org%2Flegis%2Fstatutes%2F1%2Ftitle1sec401.html&data=05%7C02%7CJohn.F.Spier%40maine.gov%7C74b0a21ff26b425135b908dcde5d1600%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638629740077530255%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=yYGRZvqRpIJa6dPB35CzUZRcmiZ%2BMICiBNs0EIsJu78%3D&reserved=0) 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. **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 two 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 | September 1, 2025 | August 31, 2027 |
| Renewal Period #1 | September 1, 2027 | August 31, 2029 |
| Renewal Period #2 | September 1, 2029 | August 31, 2030 |

1. **Number of Awards**

The Department anticipates making multiple awards as a result of this RFP process. Bidders must submit a **separate** **proposal** for each system category they wish to be considered for. The four categories are:

1. CSOB & State House Weapons Detection System
2. CSOB & State House X-Ray
3. CSOB & State House Turnstiles
4. State Postal X-Ray

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

The primary objective of this project is to increase security measures at the Burton M. Cross State Office Building (CSOB), the State House, and the State Postal Services facility (State Postal). Advanced weapons detection systems, x-ray image enhanced baggage scanners, and electromagnetic turnstiles will be installed at the CSOB and State House, and a new x-ray image enhanced baggage scanner will be installed at State Postal.

1. Project Overview: **Burton M. Cross State Office Building (111 Sewall Street, Augusta, ME) & State House (7 State House Drive, Augusta, ME):**

The awarded Bidder(s) shall provide and install three (3) Weapons Detection Systems, two (2) X-ray Image-Enhanced Baggage Scanners, and two (2) Electromagnetic Turnstiles at the CSOB and State House. This equipment will conform to the following listed specifications or approved equal.

* 1. **Weapons Detection Systems:** These systems shall have the capability to detect a wide variety of metallic and non-metallic items on the human body and shall meet the following requirements:
		1. Detection shall include:
			1. Weapons
			2. Conventional and improvised explosives
			3. Liquids, gels, plastics, and powders
			4. Metals and ceramics; and
			5. Additional objects programmed through machine learning techniques.
		2. The system must be able to be operated outdoors, under cover, or indoors.
			1. Bidders must provide an FCC Grant of Equipment Authorization to operate indoors/outdoors.
		3. The system must be capable of screening people bi-directionally.
		4. The system must be operational in both a portal mode and a walk-through mode.
		5. The system’s panel configuration must be open and must not include an overhead panel/archway.
		6. Instruction and Training
			1. For each installed hardware/software system, the awarded Bidder must provide two in-person training sessions with the manufacturer and/or a certified qualified individual on proper operations, during the initial contract period.
			2. All equipment operation manuals must be provided, electronically.
		7. Installation of Physical Equipment**:**
			1. Be capable of moving through a standard-sized doorway without requiring any disassembly
			2. Be moved from one access point to another
			3. Be ready for use, including set up and calibration, within 30 minutes (not including transit time)
			4. Be easily moved on most floor surfaces using mounted casters
			5. Not exceeding three hundred pounds in total weight.
		8. Installation of Software
			1. The software must utilize Open Network Video Interface Forum (ONVIF) standards and be able to integrate with various Video Management System (VMS) providers.
			2. The system must include data reporting and analytical capabilities and allow for reports to be exported in a format consistent with Microsoft Excel
			3. The system must include options for both auditory and visual alerts to indicate threats.
			4. The system must have the ability to change algorithms, divesture requirements, and/or other configurations in 30 minutes or less both by on-site and remote vendor maintenance technicians
		9. Project Manager from awarded Bidder
			1. On-site Project Manager to work with the State of Maine Project Manager
			2. Coordinate and oversee delivery and installation of all equipment and software required.
		10. Integration with State Systems
			1. System interface must allow security staff to utilize preferred or restricted-use tablets/laptops by establishing a wired connection.
			2. The system must be capable of operating in a stand-alone mode and offer the ability to utilize both a wireless and a wired network.
			3. OIT must provide network transport
			4. Must provide detailed list of software used in the solution
		11. Compliance with the following State of Maine IT Policies:
			1. ACCESSIBILITY All IT products must be accessible to persons with disabilities, and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf> In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf>)
			2. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (<https://www.maine.gov/oit/policies-standards>) effective at the time this Agreement is executed.
			3. In addition, and more specifically, all services must be performed using devices, accounts, authentication methods, and virtual private network, provisioned by the Department.
		12. Provide ongoing maintenance and support of equipment and software
			1. All systems are updated with the latest general software releases, enhancements, encryptions, and critical security patches within 30 days of release.
			2. All updates must be pre-approved by the State and follow approved change and configuration management processes, with complete documentation provided.
			3. All reported hardware issues or defects must be resolved within a timeframe agreed upon by the Department
	2. **X-ray Image Enhanced Baggage Scanners** shall meet the following requirements:
		1. Baggage Scanner shall be a standalone unit
		2. Dual-view X-ray inspection
		3. Real-time detection
		4. Multiple monitors
		5. Overall dimension (maximum): 94 inches in length at the conveyor, 53 inches wide, by 56 inches tall.
		6. Tunnel dimensions (minimum): 620 mm (w) x 418 mm (h)
		7. Ability to detect a list of dangerous, prohibited, and contraband goods, with automatic detection for:
			1. Handguns
			2. Ammunition
			3. Gun parts
			4. Knives, including fixed- and switched-blade
			5. Liquids
			6. Gels
			7. Plastics
			8. Powders
			9. Conventional and improvised explosives
		8. Instruction and Training
			1. For each installed hardware/software system, the awarded Bidder must provide two in-person training sessions with the manufacturer and/or a certified qualified individual on proper operations, during the initial period of performance.
			2. All equipment operation manuals must be provided, electronically.
		9. Project Manager from Bidder
			1. On-site Project Manager to work with the State of Maine Project Manager
			2. Coordinate and oversee delivery and installation of all equipment and software required.
		10. Integration with State Systems
			1. System interface must allow security staff to utilize preferred or restricted-use tablets/laptops by establishing a wired connection.
			2. The system must be capable of operating in a stand-alone mode and offer the ability to utilize both a wireless and a wired network.
			3. OIT must provide network transport
			4. Must provide detailed list of software used in the solution
		11. Compliance with the following State of Maine IT Policies:
			1. ACCESSIBILITY All IT products must be accessible to persons with disabilities, and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf> In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf>)
			2. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (<https://www.maine.gov/oit/policies-standards>) effective at the time this Agreement is executed.
			3. In addition, and more specifically, all services must be performed using devices, accounts, authentication methods, and virtual private network, provisioned by the Department.
		12. Provide ongoing maintenance and support of equipment and software
			1. All systems are updated with the latest general software releases, enhancements, encryptions, and critical security patches within 30 days of release.
			2. All updates must be pre-approved by the State and follow approved change and configuration management processes, with complete documentation provided.
			3. All reported hardware issues or defects must be resolved within a timeframe agreed upon by the Department
	3. **Electromagnetic Turnstiles** shall meet the following requirements:
		1. Accommodate high foot traffic in one or two directions while providing secure access in a compact space
		2. Seamlessly guide large groups of people safely onto the next point of the building by utilizing sophisticated and intuitive sensors and access control
		3. Have a minimum capacity of 25-30 people per minute
		4. Include tailgating detection
		5. Be compliant with all ADA requirements, without requiring additional space
		6. Any swinging glass components must:
			1. Be tempered with clear safety glazing
			2. A minimum of 10 mm thick; and
			3. Include a flag shaped back edge for enhanced security.
		7. An electromechanical drive system must be mounted with the controls.
			1. The drive system(s) may utilize bidirectional or one-way traffic.
		8. The locking device must be an electromagnetic brake that is activated in the closed position.
			1. This must withstand up to 120 Newton-meter (approx. 88.5 pound-feet) pushing force
		9. The turnstiles must include a power-loss safety feature that allows barriers to be opened manually to allow for egress.
		10. Instruction and Training
			1. For each installed hardware/software system, the awarded Bidder must provide two in-person training sessions with the manufacturer and/or a certified qualified individual on proper operations, during the initial period of performance.
			2. All equipment operation manuals must be provided, electronically.
		11. Installation of Physical Equipment**:**
			1. Have a maximum dimensional footprint of 72 inches in length, 52 inches wide, and 48 inches tall;
			2. The turnstiles must be able to operate on a 15-ampere circuit,110 to 120 volts AC
		12. Installation of Software required to operate the equipment
		13. Project Manager from Bidder
			1. On-site Project Manager to work with the State of Maine Project Manager
			2. Coordinate and oversee delivery and installation of all equipment and software required.
		14. Integration with State Systems
			1. System interface must allow security staff to utilize preferred or restricted-use tablets/laptops by establishing a wired connection.
			2. The system must be capable of operating in a stand-alone mode and offer the ability to utilize both a wireless and a wired network.
			3. OIT must provide network transport
			4. Must provide detailed list of software used in the solution
		15. Compliance with the following State of Maine IT Policies:
			1. ACCESSIBILITY All IT products must be accessible to persons with disabilities, and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf> In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf>)
			2. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (<https://www.maine.gov/oit/policies-standards>) effective at the time this Agreement is executed.
			3. In addition, and more specifically, all services must be performed using devices, accounts, authentication methods, and virtual private network, provisioned by the Department.
		16. Provide ongoing maintenance and support of equipment and software
			1. All systems are updated with the latest general software releases, enhancements, encryptions, and critical security patches within 30 days of release.
			2. All updates must be pre-approved by the State and follow approved change and configuration management processes, with complete documentation provided.
			3. All reported hardware issues or defects must be resolved within a timeframe agreed upon by the Department
1. Project Overview: **State Postal (85 Leighton Road, Augusta, ME)**

The awarded Bidder shall provide and install one (1) X-ray Image-Enhanced Baggage Scanner. This equipment shall conform to the following listed specifications or approved equal.

* 1. **X-ray Image Enhanced Baggage Scanner** shall meet the following requirements:
		1. Automated explosive detection capabilities by determining both atomic number and density
		2. High-resolution system with a minimum of 1000 x-ray detectors in each view
		3. Provide real-time detections
		4. Tunnel dimensions: 620 mm (w) x 420 mm (h) minimum
		5. Advanced dual-view x-ray inspection system to increase operational efficiency by eliminating the need to reposition or rescan objects
		6. Multiple monitors
		7. Programming through machine learning techniques
		8. Penetration Minimum: 35 millimeters of steel measured at a belt speed of 0.2 m/s
		9. Resolution Minimum: 40 AWG measured with pure copper wire at belt speed of 0.2 m/s
		10. Minimum of three (3) emergency stop buttons, one on each side of the tunnel and one integrated into the control panel
		11. Detectors
			1. Ability to detect a list of dangerous, prohibited, and contraband goods with automatic detection for:
				1. Handguns
				2. Ammunition
				3. Gun parts
				4. Knives, including fixed and switched blade
				5. Liquids
				6. Gels
				7. Plastics
				8. Powders
				9. Conventional and improvised explosives
		12. X-ray Generator:
			1. Design must be a hermetically sealed oil-bath equipped with an internal bellows expansion module and no oil breathing tube or tank.
			2. Must have a minimum of 160 kV operational power
		13. Computer Hardware Requirements:
			1. System must include an industrial quality computer integrated into the equipment; a basic tower design will not be approved.
			2. System must be able to store at least 20,000 typical images on the internal hard drive.
			3. System must have the ability to archive images on internal hard drive and/or to an external storage device
		14. Instruction and Training
			1. During the initial period of performance, provide two (2) in-person training sessions with the manufacturer and/or a certified qualified individual on proper operations.
			2. Provide all equipment operation manuals, electronically.
		15. Installation of Physical Equipment
			1. Standalone unit
			2. Able to fit through a 900-millimeter doorway
			3. Overall dimensions shall not exceed 94 inches in length at the conveyor, 53 inches wide, and 56 inches in height
		16. Installation of Software required to operate the equipment
		17. Project Manager from awarded Bidder
			1. On-site Project Manager to work with the State of Maine Project Manager
			2. Coordinate and oversee delivery and installation of all equipment and software required.
		18. OIT must provide network transport
		19. Must provide detailed list of software used in the solution
		20. Compliance with the following State of Maine IT Policies:
			1. ACCESSIBILITY All IT products must be accessible to persons with disabilities, and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf> In addition, all IT applications and content delivered through web browsers must comply with the State Web Standards (<https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/WebStandards.pdf>)
			2. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (<https://www.maine.gov/oit/policies-standards>) effective at the time this Agreement is executed.
			3. In addition, and more specifically, all services must be performed using devices, accounts, authentication methods, and virtual private network, provisioned by the Department.
		21. Provide ongoing maintenance and support of equipment and software
			1. All systems are updated with the latest general software releases, enhancements, encryptions, and critical security patches within 30 days of release.
			2. All updates must be pre-approved by the State and follow approved change and configuration management processes, with complete documentation provided.
			3. All reported hardware issues or defects must be resolved within a timeframe agreed upon by the Department

**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 G** (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.
		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 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# 202507098 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*

**Appendix E** (Technical Assessment Form) and 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 the following information for each of the past three tax years:

* + 1. Balance Sheets
		2. Income (Profit/Loss) Statements
	1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP.

* 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. **Technical Assessment**

Bidders must complete **Appendix E** (Technical Assessment Form) to describe the Bidder’s capability to meet the stated requirements and policies identified in this RFP.

* 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 September 1, 2025 and ending on August 31, 2030.
		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** |
| **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. | **25 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. | **25 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. | **50 points**  |

* 1. **Scoring Process:** This RFP will be evaluated through a multi-stage review process. Any Bidder that meets the requirements established at each stage will proceed to the following stage. Should a Bidder not meet the minimum requirements of a stage, the evaluation team will not continue to review that proposal.
		1. **Stage One - Qualifications and Experience**: Proposals will be evaluated for Part IV, Section II “Organization Qualifications and Experience” and will be scored by the evaluation team using the consensus approach. Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **25** points for this section with the minimum score of **15** being required for a proposal to move onto Stage Two.
		2. **Stage Two – Proposed Services**: Proposals with a score of **15** or higher in Stage One will move on to be evaluated for Part IV, Section III “Proposed Services” and will be scored by the evaluation team using the consensus approach. Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **25** points for this section with a minimum score of **15** being required for a proposal to move onto Stage Three.
		3. **Stage Three - Demonstrations**: Proposals with a score of **15** or higher in Stage Two will move on to provide a demonstration to the evaluation team. The RFP Coordinator will contact Bidders who meet the minimum scoring requirement in Stage Two to request, at their own expense, a webinar demonstration and to arrange the details of the demonstration. Demonstrations will be limited to 30 minutes and will include a demonstration of the solutions functions outlined in Part II of the RFP and will allow for the evaluation team to ask questions and receive answers. Demonstrations are anticipated to occur the week of **August 11, 2025**, between 8:00 a.m. and 4:00 p.m. Eastern Time. This date is anticipated and may be adjusted.

Members of the evaluation team will arrive at a consensus regarding the degree to which the proposed solution meets the requirements of this RFP. Based on this consensus, the post-demonstration Proposed Services score may be adjusted (upward or downward) based on the demonstrations and according to the scoring weights described in Part V.B. of the RFP. Proposals that maintain the minimum score of **15** points outlined in Stage Two will move onto Stage Four.

* + 1. **Stage Four –Cost Proposal**:Proposals which maintain the minimum score of **15** points outlined Part IV, Section III “Proposed Services” after Stage Three Demonstrations will move on to be evaluated for Part IV, Section IV “Cost Proposal.” The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. Cost is broken into subsections: Product Delivery & Installation, and Ongoing Maintenance & Support. The lowest bid will be awarded 40 points for Product Delivery & Installation, and 10 points for Ongoing Maintenance & Support, for a total of up to **50** points. Proposals with higher bid values will be awarded fewer points calculated in comparison with the lowest bid in each subsection.

The scoring formula is:

(Lowest submitted Product Delivery & Installation cost proposal / Product Delivery & Installation cost proposal being scored) x **40** = pro-rated score

(Lowest submitted Ongoing Maintenance & Support cost proposal / Ongoing Maintenance & Support cost proposal being scored) x **10** = pro-rated score

The sum of the two subsections sections will be the total points awarded to the Bidder.

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 an [IT Service Contract (IT-SC) with Confidentiality and Non-Disclosure Agreement (NDA)](https://www.maine.gov/dafs/bbm/procurementservices/forms)including appropriate riders as determined by the issuing department. Bidders shall carefully review the IT-SC.

*All exceptions will be negotiated between the awarded Bidder(s) and the State. The State will not accept any proposed exceptions as part of this RFP process. The State is not obligated to accept, negotiate, or compromise of any proposed exceptions.*

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).](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** – Technical Assessment Form

**Appendix F** – CSOB Cap Network

**Appendix G** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 202507098**

**Security Screening Equipment and Software**

|  |  |
| --- | --- |
| **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:** |  |
| **Project Category (Select One):** | [ ]  CSOB & State House Weapons Detection System[ ]  CSOB & State House X-Ray[ ]  CSOB & State House Turnstiles [ ]  State Postal X-Ray  |

* 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 Administrative and Financial Services**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202507098**

**Security Screening Equipment and Software**

|  |  |
| --- | --- |
| **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 Administrative and Financial Services**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202507098**

**Security Screening Equipment and Software**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Project Category (Select One):** | [ ]  CSOB & State House Weapons Detection System[ ]  CSOB & State House X-Ray[ ]  CSOB & State House Turnstiles [ ]  State Postal X-Ray  |

|  |
| --- |
| **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 Administrative and Financial Services**

**COST PROPOSAL FORM**

**RFP# 202507098**

**Security Screening Equipment and Software**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Project Category (Select One):** | [ ]  CSOB & State House Weapons Detection System[ ]  CSOB & State House X-Ray[ ]  CSOB & State House Turnstiles [ ]  State Postal X-Ray |

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. The proposed cost must be presented as a fixed amount for each subsection.

The fixed amount in each subsection will be used to score the cost proposal as defined Part V, B, 3 of the RFP.

**Subsection One: Product Delivery & Installation (40 points) –** (Add rows as needed)

|  |  |
| --- | --- |
| **Deliverable** | **Cost** |
|  | $ |
| **Total** | **$** |

**Subsection Two: Ongoing Maintenance & Support (10 points)**

|  |  |
| --- | --- |
| **Deliverable** | **Cost** |
| Initial Contract Period (9/1/2025-8/31/2027) | $ |
| Renewal Period 1 (9/1/2027-8/31/2029) | $ |
| Renewal Period 2 (9/1/2029-8/31/2030) | $ |
| **Total** | **$** |

**APPENDIX E**

**State of Maine**

**Department of Administrative and Financial Services**

**TECHNICAL ASSESSMENT FORM**

**RFP# 202507098**

**Security Screening Equipment and Software**

Bidders must complete the Technical Assessment Form embedded below.

The Technical Assessment Form may be obtained by double-clicking the Excel (.xlsx) icon below.

****

**APPENDIX F**

**State of Maine**

**Department of Administrative and Financial Services**

**CSOB Cap Network**

**RFP# 202507098**

**Security Screening Equipment and Software**

****

**APPENDIX G**

**State of Maine**

**Department of Administrative and Financial Services**

**SUBMITTED QUESTIONS FORM**

**RFP# 202507098**

**Security Screening Equipment and Software**

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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