**STATE OF MAINE**

**Department of Defense, Veterans and Emergency Management**

*Military Bureau*



**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine & Army Air Services Facilities in Bangor, Maine**

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| **RFP Coordinator** | **NAME:** | Tanya L. Schaub |
| **TITLE:** | Procurement Manager |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

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| **Bidders’ Conference** | **DATE:** | September 22, 2025 |
| **TIME:** | 09:00am |
| **LOCATION** | JFHQ – 23 Blue Star Avenue, Augusta ME 04333 |

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| --- | --- |
| **Submitted Questions Due Date** | September 25, 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:** | October 8, 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 Defense, Veterans & Emergency Management**

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine**

The State of Maine is seeking proposals for Security Guard Services at the Joint Force Headquarters located at Camp Chamberlain in Augusta, Maine and for the Army Aviation Support Facility located in Bangor, Maine.

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

A Bidders’ Conference will be held on 22 September 2025 at 9am at the following location: JFHQ - 23 Blue Star Avenue, Augusta ME 0433

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 8 October 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** |
| **AASF** | Army Aviation Support Facility |
| **AASF Commander** | Senior Officer responsible for overseeing the operations and security of the Army Aviation Support Facility (AASF) |
| **AED** | Automated External Defibrillator |
| **AFTP** | Aircrew Flight Training Period |
| **Antiterrorism Program Coordinator** | Responsible for direct communication with security guards at Camp Chamberlain. Also ensure all force protection and antiterrorism measures are implemented/coordinated/controlled. |
| **AR** | Army Regulation |
| **Armed Security Guard** | An individual who is capable of protecting property, personnel, and assets utilizing their assigned service firearm on duty, having met all training and certification requirements outlined in this RFP. |
| **BAFO** | Best and Final Offer |
| **Bidder** | Person or organization submitting a proposal. |
| **Contractor/Vendor/ Provider** | The awarded Bidder under this RFP. |
| **CPR** | Cardiopulmonary Resuscitation |
| **CSG** | Contract Security Guard |
| **CVI** | Commercial Vehicle Inspection |
| **DACP/SG** | Department of the Army Civilian Police and Security Guard Program |
| **DCSOPS** | Deputy Chief of Staff, Operations |
| **DCSOPS/AASF** | Deputy Chief of Staff, Operations/Army Aviation Support Facility |
| **DCSOPS-JOC** | Deputy Chief of Staff, Operations – Joint Operations Center |
| **Department/DVEM** | Department of Defense, Veterans & Emergency Management |
| **Deputy Chief of Staff, Operations** | Supervisor of Provost Marshall & Director of Military Support |
| **Director of Military Support** | Responsible for all domestic operations activities to include coordinating the provision of military support during Gubernatorial and Presidential Disaster Declarations and other missions to provide Defense Support to Civil Authorities.  This includes responsibility for Security Guard contract funding. |
| **DOD** | Department of Defense |
| **DOMS** | Director of Military Support |
| **FOAA** | Freedom of Access Act |
| **FPCON** | Force Protection Conditions |
| **GED** | General Educational Development |
| **IAW** | In Accordance With |
| **IEC** | Installation Entry Control |
| **JFHQ** | Joint Force Headquarters, Camp Chamberlain |
| **JOC** | Joint Operations Center |
| **MEARNG** | Maine Army National Guard |
| **MENG** | Maine National Guard |
| **MEVA** | Mission Essential Vulnerable Areas |
| **NAC** | National Advisory Committee |
| **NCIC** | National Crime Information Center |
| **NIJ** | National Institute of Justice |
| **OJT** | On-the-Job Training |
| **OPCON** | Operational Control |
| **OPSEC** | Operations Security |
| **Protection Officer** | Principal technical advisor on all matters relating to the protection of MEARNG assets and personnel. Responsible for daily management of operations and primary liaison to contract company. |
| **POV** | Privately Owned Vehicle |
| **Provost Marshal** | Installation commanders’ senior advisor for law-and-order operations. Provides executive oversight to MEARNG security programs, including the Security Guard Contract. |
| **RAMS** | Random Antiterrorism Measures |
| **RFP** | Request for Proposal |
| **SGT** | Sergeant |
| **SOP** | Standard Operating Procedures |
| **SOW** | Scope of Work |
| **State/SOM** | State of Maine |
| **Unarmed Security Guard** | An unarmed security guard will be considered an individual who has the capability of utilizing less than lethal options while on duty, having met all training and certification requirements outlined in this RFP. |
| **Vetting** | Check/investigate (someone) thoroughly, especially in order to ensure that they are suitable for a job requiring secrecy, loyalty, or trustworthiness. |

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

*Military Bureau*

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facility in Bangor, Maine.**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Defense, Veterans & Emergency Management (Department) is seeking proposals to provide Security Guard Services at the Joint Force Headquarters and the Army Aviation Support Facility as defined in this Request for Proposal (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 Army National Guard is currently funded and authorized to provide Contract Security Guards (CSG) for the security and protection of the personnel and assets within both the Joint Force Headquarters in Augusta, Maine, as well as the Army Aviation Support Facility in Bangor, Maine. The Maine Adjutant General has directed that these two (2) areas represent the most valuable Mission Essential Vulnerable Areas (MEVAs) and will be protected by Contract Security Guards. This requirement was developed after the 11 September 2001, terrorist attacks, and continues today. It provides a layered defense protecting every state’s National Guard key assets. The CSG for the Maine National Guard have been both armed and unarmed, based upon the decision of the Commander of the Maine Army National Guard.

1. **General Provisions**
   1. From the time the RFP is issued until the 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. If awarded a contract resulting from this RFP, vendors shall be required to disclose, in writing and in accordance with applicable Maine law, any actual or potential conflicts of interest. Such disclosure must include any financial, professional, or personal relationships. Failure to disclose a known conflict may result in disqualification, contract termination, or other remedies as provided by law.
   11. 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**

Bidders must have the following policies and licensure to be eligible to submit a bid:

* + 1. Guard Vetting Policy.
    2. Drug Testing Policy(ies).
    3. State of Maine Licensure as a Contract Security Guard Company.

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 up to four (4) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

he terms of the anticipated contract, resulting from the RFP, are defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | November 1, 2025 | October 31, 2027 |
| Renewal Period #1 | November 1, 2027 | October 31, 2029 |
| Renewal Period #2 | November 1, 2029 | October 31, 2030 |
| Renewal Period #3 | November 1, 2030 | October 31, 2031 |
| Renewal Period #4 | November 1, 2031 | October 31, 2032 |

1. **Number of Awards**

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

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

The awarded Bidder must provide Contract Security Guards (CSG) for the security and protection of the personnel and assets within both the Joint Force Headquarters in Augusta, Maine, as well as the Army Aviation Support Facility in Bangor, Maine.

* 1. **Maine Army National Guard (MEARNG) facility locations for the Contract Security Guard force:**
     1. Joint Force Headquarters (JFHQ), Camp Chamberlain, Augusta, Maine
     2. Army Air Support Facility (AASF), Building #260, Bangor, Maine

In the event that one or both of the locations are temporarily moved due to a disaster or similar emergency, the awarded Bidder will be expected to provide similar security at the new temporary location.

* 1. **Minimum Number of Guards and Duty Hours per Locations:**
     1. Requires 24/7 coverage - Specific shift start-times will be decided at the start of the contract and may be changed due to Operational Security determinations.
     2. JFHQ, Camp Chamberlain, Augusta.

|  |  |  |
| --- | --- | --- |
| Monday-Friday | 1 Guard | 0000-2359 Hours |
| Monday-Friday | 1 Additional Guard | 0630-1500 Hours |
| Non-Drill Weekends | 1 Guard | 0000-2359 Hours |
| State Shutdown Days | 1 Guard | 0000-2359 Hours |
| Federal Holiday | 1 Guard | 0000-2359 Hours |

* + 1. Army Aviation Support Facility (AASF), Building #260, Bangor

|  |  |  |
| --- | --- | --- |
| Monday-Friday | 1 Guard | 0000-2359 Hours |
| Non-Drill Weekends | 1 Guard | 0000–2359 Hours |
| State Shutdown Days | 1 Guard | 0000–2359 Hours |
| Federal Holidays | 1 Guard | 0000-2359 Hours |

* 1. **Additional Guard requirements:**
     + - 1. Drill Weekends (one weekend per month)
* Director of Military Support (DOMS) or Protection Officer will furnish the Drill Weekend Dates

Additional Guards for JFHQ - Camp Chamberlain

|  |  |  |
| --- | --- | --- |
| Saturday | 1 additional Guard | 0630-1500 Hours |
| Sunday | 1 additional Guard | 0630-1500 Hours |

Additional Guards for Bangor AASF

|  |  |  |
| --- | --- | --- |
| Friday | 1 additional Guard | 1700-2359 Hours |
| Saturday | 1 additional Guard | 0730-2230 Hours |
| Sunday | 1 additional Guard | 0730-1530 Hours |

* + - * 1. Annual Training (for Bangor AASF only, for 14-days)
* DCSOPS/AASF will furnish the Annual Training Dates

|  |  |  |
| --- | --- | --- |
| 14 Days Period | 1 additional Guard | 1700-2359 Hours |

* + - * 1. Aircrew Flight Training Period (AFTP)
* DCSOPS/AASF will furnish the AFTP Dates
  + Training is every week, year-round.

|  |  |  |
| --- | --- | --- |
| Tuesday | 1 additional Guard | 1700-2359 Hours |
| Thursday | 1 additional Guard | 1700-2359 Hours |

* 1. **Operational Reporting**

All of the awarded Bidder Security Personnel will be under operational control of the Provost Marshal or designated official at each installation. The awarded Bidder Security Personnel will report to:

1. Camp Chamberlain: Operational Control (OPCON) of Security Guards and their day-to-day procedures falls to the Protection Officer (GS-12 or military equivalent) or Designee responsible for execution of funds outlined in the Federal Master Cooperative Agreement, located with the Deputy Chief of Staff.
2. AASF: OPCON of Security Guards is the AASF Commander (State Aviation Officer) or Designee.
   1. **Requirements for the awarded Bidder**
      1. The awarded Bidder must provide certified/trained security guards from the first day of performance through completion of the awarded contract in support of Security as directed by the DOMS or their Military Designee in accordance with the awarded contract and any other mandatory federal, state, local, Department of Defense (DOD) and Army Regulations, as applicable and any applicable Force Protection Conditions (FPCON).
      2. Ensure all security guards possess a State of Maine Security Guard Certification and License in accordance with local ordinances [and Maine Code annotated Title 32 Chapter 93](http://legislature.maine.gov/statutes/32/title32ch93sec0.html) to include less than lethal force options.

Ensure they have a minimum of 75% licensed guards and no more than 25% conditionally licensed guards.

* + 1. Awarded Bidder employees must comply with installation operations plans/instructions for force protection condition procedures, Random Antiterrorism Measures (RAMs), and local search/identification requirements.
    2. The awarded Bidder must safeguard all Military property.
  1. General Specifications

These specifications must be met at each installation and are stated in general terms. The awarded Bidder must provide certified security guards to:

1. Provide deterrence, detection, and detention, by use of necessary force, to trespassers or persons who illegally gain or attempt to gain access to the installation.
2. Provide Installation Entry Control (IEC).
3. Conduct Commercial Vehicle Inspection (CVI); inspections may include the interior of the vehicle cab, bed/box, trunk, trailer, under the hood, and underside of the vehicle.
4. Perform Random Anti-Terrorism Measures (RAMs) as directed by DOMS or Antiterrorism Program Coordinator.
5. RAMs include gate lock-down as well as inspection of carried bags.
6. Conduct installation security and patrol (on foot or in vehicles) of buildings, facilities, or areas to prevent theft or damage to government property.
7. Guards must patrol installation perimeters to detect faulty fences or detection equipment and evidence of trespassing violations.
8. Guards must check locks, alarms, fences, gates, or detection equipment and evidence of locked or open and unlocked.
9. Provide entry control and visual assessment of restricted areas.
10. Respond to incidents involving breaches, potential threats to personnel or facilities and property.
11. Respond to alarms.
12. When the fire alarm becomes disabled, security will monitor that facility every hour on the hour.
13. Provide courteous, timely service continuously while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies.
14. Control overall personnel and vehicles departing from the installation in accordance with local installation plans and policies.
    1. Direct traffic at gates.
    2. Perform emergency procedures for gate closure to deter, protect or detain.
15. Perform checks of individual identification.
16. Issue visitor passes at the front desk within Camp Chamberlain.
17. Visually inspect physical barriers and signs to ensure they are in place and properly maintained. Report deficiencies to the Protection Officer/DOMS.
18. Establish cordoned off areas around buildings or facilities affected by bomb threats or other emergencies.
19. Guards must direct any responding fire and emergency vehicles.
20. Report violation of traffic rules and regulations, including those related to speed, reckless and drunken driving to the Protection Officer or Provost Marshal.
21. Inform DOMS/Protection Office of any change or reduction in the capability of security, such as lighting, signs, fencing, barriers, sensors, alarms and locks.
22. Perform administrative duties, communication equipment and radio checks, traffic control, armory duties and other security patrols as directed by the DOMS or their Military Designee.

In addition, the awarded Bidder must:

1. Support the DOMS at each designated installation.
2. The shift start/stop times are subject to change, depending on Force Protection Level (FPCON) and will be determined by the Protection Officer, who will also communicate same to the awarded Bidder, which may include pre- and post-shift briefings (shift changes) and transit time to and from the post.
3. Not normally/consistently expect guards to perform any duty in excess of 12 hours and must have at least eight (8) hours rest between shifts.
4. Must prohibit the consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance during the 8-hour period prior to a scheduled shift.
5. Be prepared to provide, no earlier than five (5) calendar days’ notice, such an additional number of the awarded Bidder employees as ordered, qualified, and equipped (armed or unarmed) to the same standards as those employees normally providing security guard service at each requested installation.
6. Keep all hiring and annually required documents regarding the security guards for the entire length of employment.
7. Drug Screening Results
8. Weapons Qualification Results
9. Search authority and procedures for the following:
   1. Personnel
   2. Area
   3. Vehicle
   4. Anti-Terrorism Training
   5. Operations and Security Requirement Training
   6. **Minimum Guard Requirements**

Guards must meet all pre-employment requirements prior to assuming this resulting contract posting duties. The awarded Bidder will ensure that all guards meet the following qualifications prior to posting on site:

1. Pass the vetting process (see **15** below)
2. Be a citizen of the United States.
3. Be at least 18 years of age.
4. Read, write, and understand English.
5. Speak clear and distinct English, such that they can be readily understood over a telephone.
6. Possess good communication skills and be able to complete accurate reports as required.
7. Must not be taking unlawful drugs or prescription drugs (taken without prescription) at the start of the contract and remain so for the duration of the awarded contract.
   * 1. The State reserves the right to request proof of any guard being drug free at any time during the awarded contract period.
     2. Awarded Bidder will ensure random drug testing, applicant point of testing, and probable cause testing occurs, which will be no less than once each year for random testing or upon request.
     3. The awarded Bidder will bear the expense of drug testing.
     4. The awarded Bidder will provide proof of drug tests and results every year to the DOMS or sooner if requested by the DOMS.
     5. The awarded Bidder will maintain written policies available for review in regard to drug testing procedures.
8. Possess the capacity to acquire good working knowledge of guard requirements and training.
   * 1. Be proficient in reading and comprehensive understanding of regulations, detailed written orders and training material.
     2. Be able to compose reports which convey factual information.
     3. Be trainable to operate telephone and radio communications equipment.
9. Be a high school graduate or possess a GED equivalent.
10. Possess a valid Maine driver's license.
11. Personnel are not legally prohibited from carrying or owning a firearm.
12. Employees' appearance will be neat, fit, well groomed, and present a professional image note this does not exclude any racial or ethnic hairstyles.
    * 1. Employees must not have any intentional body alteration/modification that results in a visible, physical effect that detracts from a professional image.
      2. Employees must not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic or religious discrimination or are of an unprofessional nature.
      3. Employees on duty are prohibited from attaching, affixing, or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue or any exposed body part that detracts from a professional image.
13. The awarded Bidder must coordinate with the DOMS to determine what presents a professional image if not clearly identified above.
14. Awarded Bidder guards will wear uniform work clothing appropriate for current weather conditions with the awarded Bidder insignia clearly displayed on the outer uniform garment above the waist. Uniforms will be supplied by the awarded Bidder.
    * 1. Uniform work clothing will be clean and in well-pressed/maintained condition.
15. The awarded Bidder must ensure that security personnel are always mentally alert and capable of taking prompt efficient action to mitigate emergency situations such as fire, attempted theft, espionage, sabotage, and other acts detrimental to safeguarding Maine Military Department personnel and property.
16. The awarded Bidder employees are expected to be physically able to perform the following functions in the performance of their assigned duties:
    * 1. Frequent and prolonged walking, standing, sitting, stooping, climbing, crawling, jumping.
      2. Occasional running or sprinting
      3. Subduing and detaining violent individuals.
17. The awarded Bidder employees must be capable of performing all duties without regard to any physical limitations that would preclude full performance of duty.
18. Physical stamina and strength in all of its forms (endurance, temperature/climate and stress etc.) is a basic requirement of this position. Individuals not meeting the physical requirements of their assigned position will be removed from this task upon the Contract Administrator’s request.
19. The awarded Bidder must ensure that all personnel are free from any conditions that would interfere with the full performance of duties.
    1. **Physical Requirements**
20. CSG personnel must be able to:
    1. Frequently lift and carry objects weighing up to 30 pounds.
    2. Stand for prolonged periods of time, alternating with short periods of walking and or sitting.
    3. Occasionally stoop, kneel, and crouch.
    4. Reach overhead and below the waist frequently.
    5. Maintain fine motor skills for repetitive hand movements.
21. CSGs may be required to:
    * 1. Work outdoors in various weather conditions.
      2. Work in a noisy environment.
      3. Work in a stress-induced environment.
      4. Professionally engage with potentially emotionally disturbed individuals, First Amendment Auditors, and Local Law Enforcement.

* 1. **Prior to Placement Requirements**

Prior to any placement of guards in positions, the awarded Bidder will:

1. Provide a pre-employment check for each CSG IAW [TCA-62-35-101](https://law.justia.com/codes/tennessee/2021/title-62/chapter-35/section-62-35-101/) regarding NCIC and NAC requirements on each individual to the extent required for state armed guards in the State of Maine at no cost to the state. Investigations must include, at a minimum:
   1. Employment history and reference check
   2. Verification checks of conviction records
   3. Ongoing criminal charges
   4. Credit history check
   5. Driving record
   6. Proof of possession of a valid driver's license.
2. The awarded Bidder will provide all investigation results to the Protection Office, DCSOPS. Further, all the awarded Bidder personnel will be subject to background checks throughout the duration of the awarded contract, at the request of DCSOPS, not to exceed one additional check per calendar year at the cost of the awarded Bidder. Background checks deemed necessary beyond the one additional check will be at the cost of the Department.
3. Additionally, the awarded Bidder will:
4. Ensure the awarded Bidder and all security guards meet all training and certification requirements as identified in supporting subparagraphs. ([Maine Code annotated Title 32 Chapter 93](http://legislature.maine.gov/statutes/32/title32ch93sec0.html))
5. Provide all pre-performance training and bear all associated expenses to include, but not limited to, state fees, license fees and certification fees.
6. Provide a reasonable degree of proficiency and knowledge of the specific DOMS tasks and associated security guard skills identified in paragraph 2.1 that are required under the awarded contract.
7. Ensure all employees meet security guard requirements for the State of Maine.
8. Ensure all security guards possess a State of Maine Security Guard Certification and License in accordance with local ordinances [and Maine Code annotated Title 32 Chapter 93](http://legislature.maine.gov/statutes/32/title32ch93sec0.html) to include less than lethal force options.
9. Ensure all security guards possess all non-lethal equipment required or expected by Maine State Law or industry standards. This may include handcuffs, ties, batons, chemical spray, etc.
10. Ensure they have a minimum of 75% licensed guards and no more than 25% conditionally licensed guards.
11. Ensure all security guards used to perform the services of this solicitation/awarded contract must be employed by the contract security company, be licensed by the State of Maine and have their security guard license on file with the awarded Bidder while in the performance of their duties.
12. Unless otherwise noted above, ensure all guards are properly equipped in accordance with the requirements of this solicitation/awarded contract. Equipment must meet or exceed all minimum standards set by [National Institute of Justice](https://nij.ojp.gov/topics/articles/overview-body-armor) (NIJ).
13. Ensure security guards are trained and certified in the proper use of any equipment and material item necessary in the performance of duties under this solicitation/awarded contract.
14. Ensure all guards must be fully equipped before posting at no additional cost to the state.
15. Ensure all security guards wear common identifiable badges.
    1. The awarded Bidder must provide security personnel with photographic identification badges to wear while on duty.
    2. The badges must be able to withstand inclement weather.
    3. Badges shall contain a personal photograph, full name of employee and the awarded Bidder company name.
    4. Badges must be worn in a uniform manner on the outermost garment in full view above the waist.
16. Provide one four-door sedan or sport utility type vehicle for full contract performance to include shift relief/breaks and patrol duties at Army Aviation Support Facility for a total of one vehicle.
    * 1. The vehicles must be registered and inspected sufficient to meet all safety requirements and passenger limitations.
      2. The vehicles must be in good working condition and in proper working order.
      3. The awarded Bidder is responsible for keeping vehicles clean.
      4. The awarded Bidder provided vehicles must be clearly marked with their company logo as such prior to use.
         1. Only clearly marked awarded Bidder-owned or leased vehicles, not "privately owned vehicles" (POVs), will be used to perform any services required by this contract.
      5. The vehicles are also required to have emergency lights, a public address system and siren.
      6. Awarded Bidder will conduct routine maintenance and provide fuel for each assigned contract vehicle at the awarded Bidder’s expense.
    1. **Ongoing Expectations**
17. The DOMS, Protection Officer, or identified Site Supervisor will conduct a site-focused orientation of all new security guards and supervisory personnel as soon as possible upon commencement of services, for all security personnel assigned to each installation at a time to be determined by mutual agreement. Cost associated with this orientation will not come from the awarded bidder, with the exception of payroll and transportation to the training.
18. The orientation will be for a maximum of four (4) hours.
19. This orientation will be required and will be charged to the state.
20. This orientation will include specific training required for all DVEM personnel, to include:
    * 1. Anti-Terrorism
      2. Operations Security (OPSEC)
      3. Threat Awareness and Reporting Training
21. Any new security personnel assigned to a shift must be required to work a minimum of 1 full shift with an experienced security guard prior to assuming shift authority and responsibilities.
    1. Such shift will be the same shift that the employee is expected to be assigned to.
    2. Awarded Bidder will ensure the new guard has been trained on all aspects of the guard’s responsibilities before that guard will be allowed to provide unsupervised security.
    3. The cost of all training is to be absorbed by the awarded Bidder.
22. The awarded Bidder must maintain a current listing of employees, which must include:
23. Employee's full name
24. Social Security number
25. Date of birth
26. Level of security clearance (if applicable)

The list must be validated and signed by a company management official and provided to the DOMS or their designee prior to the awarded contract start date.

1. Updated listings must be provided when any employee's status or information changes.
2. The awarded Bidder will report to the DOMS or their designated representative any information or circumstances of which they are aware that may pose a threat to the security and/or safety of DOD personnel, awarded Bidder personnel, resources and classified or unclassified defense information.
3. The awarded Bidder must immediately report all incidents to the DOMS or Protection Officer involving the security guards. The awarded Bidder and all employees must not discuss or provide any information concerning any incident with any other private, civil or Maine Military Department organizations without permission of the DOMS and the Contracting Officer.
4. Awarded Bidder will be required to fully cooperate if called to testify or submit a statement in a MEARNG or Army court-martial or any related court or legal proceeding.

Awarded Bidder employees called upon to testify will do so in duty status.

* 1. Costs associated with this task will be paid by the state on the hourly basis as bid in this RFP.
  2. Replacements must be provided for guards who testify in duty status to ensure all posts are fully manned at all times.

1. The awarded Bidder must establish and implement key control procedures to ensure keys issued to the awarded Bidder by DOMS are properly safeguarded and not used by unauthorized personnel.
   * 1. The awarded Bidder must not duplicate keys issued by the Protection Officer.
     2. Lost keys must be reported immediately to the Protection Officer or AASF Commander.
     3. The total cost of lost keys, re-keying or lock replacement must be reimbursed to the Maine Military Department as a claim against the awarded Bidder.
     4. The approximate price for changing core and rekeying is $66.00 per lock, depending on how many locks were compromised.
     5. The total re-keying cost will not exceed $500.00 for each time a key is lost.
     6. The awarded Bidder employees must not use keys to open work areas for personnel other than awarded Bidder employees engaged in performance of duties, unless authorized by the DOMS or their designated representative.
     7. Key control records will be subject to annual inspection.
2. The awarded Bidder must establish and implement control measures to ensure Maine Military Department property is properly safeguarded. Any lost equipment provided to the awarded Bidder by the Maine Military Department, to include radios, fax machines, flashlights, etc, must be reimbursed to the Maine Military Department as a claim against the awarded Bidder.
3. At any time during the performance of the awarded contract, the Maine Military Department reserves the right to increase and/or decrease personnel and hourly service to meet the minimum required threshold determined by contract requirements.
4. Additionally, the Maine Military Department reserves the right to add or remove additional guards and service as circumstances warrant.
5. The Maine Military Department will not accept a cost per week transaction but will accept a per hour cost for additional security for these circumstances on a situational basis. Determinations for utilization of guards will be based on the availability of funds.
6. The DOMS or their military designee at locations where contract guard personnel are performing may temporarily/and immediately remove any individual from duty who poses an imminent threat to safety of personnel or Maine Military Department resources.
7. The temporary removal will last until the incident prompting removal has been resolved to the satisfaction of the Maine Military Department.
8. Once the incident has been resolved, the individual will either be allowed to return to work on the awarded contract or be permanently removed from performance on the awarded contract, as MEARNG deems appropriate.
9. Temporary removal of guard personnel does not relieve the awarded Bidder of any performance requirements or create an entitlement to an equitable adjustment.
10. The removed security guard must be replaced with a fully trained, qualified, and licensed replacement guard within four (4) hours of removal.
11. Each CSG will be managed under the Individual Reliability Program.
12. MEARNG reserves the right to permanently exclude any individual from performance under the awarded contract whose performance does not meet standards or fails to pass a security check.
13. Such failure includes, but is not limited to:
    1. Unsatisfactory performance
    2. Falsifying reports or statements
    3. Mishandling weapons
    4. Loss, destruction, or irresponsible use of government equipment
    5. Other criteria identified in this solicitation/awarded contract
    6. Failure to pass Vetting (Section 2-14)
14. When so instructed, the awarded Bidder must immediately remove such an individual in accordance with the contracting officer's instructions.
15. Permanent removal of personnel does not relieve the awarded Bidder of any performance requirements or create entitlement to an equitable adjustment.
16. The awarded Bidder must not, without the DOMS or their military designees written approval, reinstate on the awarded contract any employee who has been permanently removed.
17. Upon award prior to commencement, the awarded bidder must provide upon request the names and license numbers of security guards (including shift leaders) to be verified with the Maine Department of Professional and Financial Regulation. The number of guard’s names & licenses must equal the minimum number required as specified in above paragraphs.
18. Work on this project may require that personnel have access to privacy information. Personnel must adhere to the privacy act, [Title 5 of the U.S. Code, Section 552A](https://www.law.cornell.edu/uscode/text/5/552a) and applicable rules and regulations.
19. During the lifecycle of the awarded contract, awarded Bidder will ensure all security guards:
20. Receive a Medical Evaluation annually.
21. Complete annual training identified within the awarded contract.
22. Wear common identifiable uniforms and badges.
23. Sign in/out on a daily duty roster.
24. Each security guard must make entries in a log sheet; entries will note the start and finish of shifts and breaks and any information pertinent to the security of the site.
25. Follow the Standard Operating Procedures (SOP) provided by DCSOPS personnel.
26. Federal immunity from state regulation is not applicable to the awarded contract.
    1. **Contract Provisions for Armed Guards**

Within 5 days of being notified of a requirement to arm the contract security guards, the awarded Bidder must provide certified trained and licensed armed security guards to perform the existing administrative duties, traffic control and armory duties as directed by the DOMS or their military designee.

* + 1. The DOMS or their military designee shall notify the awarded Bidder to unarm within 2 days of notification.
    2. Certification and licensing will be in accordance with local ordinances and Maine Code annotated [Title 32 Chapter 93](http://legislature.maine.gov/statutes/32/title32ch93sec0.html) to include less than lethal force options.
    3. CSG may be working with armed Soldiers of the Maine Army National Guard as well as Security Forces from the Maine Air National Guard prior to the Contract Security Guards being armed.
  1. **Training Requirements**

Along with above requirements the awarded Bidder must meet all training requirements, for armed guards specifically:

1. Provide a specific inquiry into individual’s suitability under [Section 922(g), Title 18 United States Code](https://www.justice.gov/jm/criminal-resource-manual-1431-department-memorandum-prosecutions-under-922g) the Lautenberg Amendment).
2. Provide all pre-performance training and is responsible for all associated expenses to include, but not limited to:
   1. State fees
   2. License fees
   3. Certification fees
3. A reasonable degree of proficiency and knowledge of the specific DOMS tasks and associated security guard skills identified above are required under the awarded contract.

Required training to include

1. firearms (semi-annually)
2. pepper spray
3. use of force
4. active shooter training
5. CPR/AED
6. public safety backgrounds of principles completing training and oversite
7. Provide to the DOMS or their designated military representative, proof that awarded Bidder employees have accomplished successful completion of weapons training and qualification. This requirement must be met prior to posting that employee.
8. Allow DOMS or their designated military representative to observe the completion of weapons qualification of any CSG throughout the duration of the contract.
   1. **Weapons and Ammunition**

Regarding weapons and ammunition, the awarded Bidder must ensure:

1. Firearms for guards must be owned by the awarded Bidder and provided to the licensed trained guards onsite with strict handling controls in place.
2. Suitable weapons and ammunition to meet the mission requirements.
3. The weapons must be serviceable and in good working order.
4. Each guard must be provided with their own weapon; no sharing will be allowed.
5. No privately-owned personal weapon or ammunition is authorized.
6. Awarded Bidder security personnel do not carry a concealed weapon on any MEARNG installation even if they are licensed to do so off the installation.
7. All CSG are qualified with their assigned weapon in accordance with [Maine Code Title 32 Chapter 93](https://legislature.maine.gov/statutes/32/title32ch0sec0.html). The awarded Bidder must provide documentation regarding qualifications to the DOMS.
8. Guards are provided with ammunition required for qualification.
   1. Note: the awarded Bidder will not be allowed to qualify their guards on state property.
9. It is the responsibility of the awarded Bidder to supply their guards with weapons and ammunition and securing their own weapon and ammunition when armed.
   1. **Miscellaneous**
10. The awarded bidder will be required to coordinate a shift/service change with the current service provider.
11. Awarded bidder is responsible to provide Security Guards with any radio equipment.
12. Security Guards are not responsible for monitoring surveillance cameras.
13. There is a cost per badge as well as a two (2) week process time for TSA badges at the Bangor Facilities.
14. The awarded bidder is responsible for all office equipment including, but not limited to Chairs, Stools, Computers (which are not allowed to be connected to any State or Federal Networks – stand alone), Printers, Office Supplies, Log books etc.
    1. **Vetting**
15. The Department retains the right to screen and restrict from the facility personnel employed by or representing the awarded Bidder who do not receive a satisfactory/passing background check.
16. All persons must pass a federal background check conducted by the Department of Defense, Veterans and Emergency Management (DVEM) before being allowed into/onto the facility grounds. This applies for all Maine National Guard facilities and grounds.
17. The awarded Bidder must supply a list of people who may be either involved in the work effort, accompanying the awarded Bidder, subcontracted, or present at the facility to the Vetting Coordinator. This must happen within two weeks after the award of the contract or two weeks prior to the beginning of the contract whichever comes first. This also applies to any “new” employees that become part of the project for the contract’s length.
18. The list will include first name, middle initial, last name, date of birth, maiden name, social security number or another federal issued identification number and driver’s license number & state issued for each person.
19. The Department will provide to the awarded Bidder the names of those personnel that are acceptable for access, and those that are not acceptable for unescorted access into/onto our facilities. The Department will not be legally allowed to share any specifics regarding why certain personnel are considered unacceptable for any access.

**PART III KEY RFP EVENTS**

1. **Bidders’ Conference**

The Department will sponsor a Bidders’ Conference concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Bidders’ Conference is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders’ Conference is not mandatory, it is strongly encouraged that interested Bidders attend.

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 must insert the following into the subject line of their e-mail proposal submission: **“RFP# 202507109 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.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

* + 1. Copy of the Bidders Guard Vetting Policy.
    2. Copy of the Bidders Drug Testing Policies.
    3. Copy of State of Maine Licensure as a Contract Security Guard Company.

**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. **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. **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 entire contract period starting November 1, 2025 and ending on October 31, 2032.
     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.

* Costs must be broken out into the two (2) locations: Camp Chamberlain & Bangor AASF
* Costs will be broken out by renewal period as defined in Part I of the RFP:
  + Initial 2 years, renewal 1 for 2 years, then 3 additional yearly renewals
* Costs for each period must then be totaled, representative of the entire contract period.
* Bidder will also supply costs per hour for the same breakdowns for armed & unarmed guards, should additional guards be requested.
  + These numbers are not part of the total proposed cost and are for informational purposes only.

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. | **(30 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. | **(30 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. | **(40 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 40 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

This uses the total 7-year cost of Camp Chamberlain & Bangor AASF added together to equal the total proposal cost.

(Lowest submitted cost proposal / Cost of proposal being scored) x 40 = 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:

* The State of Maine contract number
* The vendors VC/VS number
* contains correct pricing information related to the contract
* the timeframe for the invoice
* 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 Questions Form

**APPENDIX A**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**PROPOSAL COVER PAGE**

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Defense, Veterans & Emergency Management**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP#** **202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine**

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| --- | --- |
| **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).*

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

**APPENDIX C**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine.**

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| --- | --- |
| **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.** |
|  |

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| --- |
| **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.** |

|  |  |
| --- | --- |
| **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** | |
|  | |

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

**APPENDIX D**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**COST PROPOSAL FORM**

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine.**

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| --- | --- | --- | --- |
| **Bidder’s Organization Name:** |  | | |
| **Total Proposed 7-year Cost:**  (7-year total from below) | **$** | | |
|  | **Pricing by Facility** | | |
|  | **JFHQ** | **AASF** | **Total** |
| **Initial Period (2 years)** |  |  |  |
| Additional Work - Proposed Armed Guard Hourly Rate |  |  |  |
| Additional Work - Proposed Unarmed Guard Hourly Rate: |  |  |  |
| **Renewal Period 1 (2 years)** |  |  |  |
| Additional Work - Proposed Armed Guard Hourly Rate |  |  |  |
| Additional Work - Proposed Unarmed Guard Hourly Rate: |  |  |  |
| **Renewal Period 2 (1 year)** |  |  |  |
| Additional Work - Proposed Armed Guard Hourly Rate |  |  |  |
| Additional Work - Proposed Unarmed Guard Hourly Rate: |  |  |  |
| **Renewal Period 3 (1 year)** |  |  |  |
| Additional Work - Proposed Armed Guard Hourly Rate |  |  |  |
| Additional Work - Proposed Unarmed Guard Hourly Rate: |  |  |  |
| **Renewal Period 4 (1 year)** |  |  |  |
| Additional Work - Proposed Armed Guard Hourly Rate |  |  |  |
| Additional Work - Proposed Unarmed Guard Hourly Rate: |  |  |  |

**APPENDIX E**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**SUBMITTED QUESTIONS FORM**

**RFP# 202507109**

**Security Guard Services for the Joint Force Headquarters in Augusta, Maine and the Army Air Services Facilities in Bangor, Maine**

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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