

STATE OF MAINE
Department of Inland Fisheries & Wildlife
Division of Information & Education



RFP# 202203045

Pre-Qualified Vendor List for Multimedia Services

RFP Coordinator	<i>All communication, including questions and proposal submission, regarding this RFP must be made using the email address below.</i> Contact Information: kristina.r.paulhus@maine.gov
Submitted Questions Due	<i>Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be submitted, by e-mail, to the address identified above. Please include "RFP# 202203045 Questions" in the subject line of your email.</i>
Proposal Submission	<i>Proposals must be received by the Division of Procurement Services by:</i> Submission Deadline: May 13, 2022 no later than 11:59 p.m., local time. <i>Proposals must be submitted electronically to the following address</i> Electronic (email) Submission Address: Proposals@maine.gov
Semi-Annual Enrollment	<i>After the initial RFP proposal submission deadline, proposal evaluations will be held on a semi-annual basis. Proposal submission deadlines will be 11:59 p.m. on the 1st business day of July/December while the RFP is active. Proposals are required to be submitted prior to the submission date and time in order to be considered for that enrollment period.</i> Electronic (email) Submission Address: Proposals@maine.gov

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PUBLIC NOTICE

**State of Maine
Department of Inland Fisheries & Wildlife
RFP# 202203045
Pre-Qualified Vendor List for Multimedia Services**

The State of Maine is seeking proposals to be considered for inclusion on a Pre-Qualified Vendor List for multimedia services including copywriting, technical writing, advertising, graphic design, video production, and photography.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website:

<http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvl>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, to the following email address: Proposals@maine.gov. Proposal submissions must be submitted no later than 11:59 pm, local time, on May 13, 2022. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services' aforementioned email address by the aforementioned deadline will not be considered for contract award.

RFP DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this Pre-Qualified Vendor List RFP:

<u>Term/Acronym</u>	<u>Definition</u>
Department	Department of Inland Fisheries and Wildlife
RFP	Request for Proposal
State	State of Maine
PQVL	Pre-Qualified Vendor List

State of Maine - Department of Inland Fisheries & Wildlife

Division of Information & Education

RFP# 202203045

Pre-Qualified Vendor List for Multimedia Services

PART I INTRODUCTION

A. Purpose and Background

The Maine Department of Inland Fisheries and Wildlife (Department) is seeking proposals to create a list of pre-qualified vendors to provide multimedia services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

The Division of Information and Education (Division) oversees a variety of marketing, communications, and public relations efforts for the Department. These efforts are to provide a greater awareness to the Maine public and visitors to our state of the efforts of the management of our inland fisheries and wildlife as well as outdoor recreational opportunities.

The intent of the awarded contracts will be to provide services to the Department related to content development for print and digital media, graphic design, video production, and photography.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of this 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 this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this 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 this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this 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 shall be signed by a person authorized to legally bind the Bidder and shall 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 selected Bidder's proposal, including all appendices or attachments, shall 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 considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
10. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

D. Pre-Qualified Vendor List Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated Pre-Qualified Vendor List (PQVL) period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL will begin once the RFP process has been finalized.

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

Period	Start Date	End Date
Period of Performance	April 6, 2022	Termination of RFP

This RFP offers bi-annual enrollment for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply during the following enrollment period. Proposals will be accepted from vendors not currently on the PQVL as long as this RFP is active. Proposals submitted by each bi-annual enrollment deadline will be evaluated and the vendors will be notified of the decision within 30 days.

Vendors currently on the PQVL resulting from RFP# 201606120 will be included on the list resulting from this RFP.

E. Mini-Bid Process and Awards

Bidders are encouraged to submit a proposal for any or all of the service types described in Part II of this RFP. Bidders submitting proposals for more than one service type must submit a separate proposal for each different service type they wish to provide services for. As described in Part V.B. of this RFP, the proposals for each service type will be scored within their respective service type group.

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors

when specific services are needed. Each vendor on the PQVL will be given a description of the particular services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the project-specific cost proposal for those services. Vendors should respond to each mini-bid with their proposal or provide a “no-bid” as a response. The Department will then select one vendor based on the project-specific cost proposal submitted during the “mini-bid” process of those pre-qualified vendors who can meet the specific service requirements.

The Department reserves the right to select vendors from the pre-qualification list without using the mini-bid process for emergencies (if the need arises). The Department also retains the discretion to issue new RFPs for specific projects. Providers for those projects will not be selected from the PQVL, but rather through the separate RFP or other procurement process based on the Department’s specific needs/timelines.

PART II SCOPE OF SERVICES TO BE PROVIDED

The Department has the need to develop a pre-qualified list of vendors to perform the following services on an as-needed basis. Any work developed by an awarded Bidder will be owned by the State. Awarded Bidders must supply the equipment/tools to perform the services.

Bidders are encouraged to submit proposals to perform any or all of the **service types** listed below.

A. Copywriter

The Department produces numerous print publications as well as manages a significant online presence and has the need to work with a professional copywriter to produce content for the Department's website, informational brochures and publications, law and rule books, marketing emails and social media.

B. Technical Writer

The Department produces numerous print publications as well as manages a significant online presence and has the need to work with a technical writer to produce content that is clear and precise for public consumption for the Department's website, informational brochures and publications, law and rule books, etc.

C. Graphic Designer

The Department produces numerous print publications as well as manages a significant online presence and has the need to work with a professional graphic designer to produce content for the Department's website, informational brochures and publications, law and rule books, marketing emails and social media. Design work will typically be done within the guidance of the Department's established brand charter.

D. Advertising Agency

The Department has the need to work with professional advertising agencies to create, plan and manage advertising efforts. Agency would develop advertising campaigns as needed and create advertising for television commercials, radio commercials, print and online advertising and email and mobile marketing.

E. Videographer

The Department has a need to produce a variety of educational videos or Public Service Announcements (PSA's) for public consumption, typically through social media, but occasionally broadcast quality. These projects would include working with Department staff to script or outline the video, filming or capturing video and producing the video. Much of the work of Department staff is conducted in the field and outdoors. Awarded Bidders will need to be comfortable and capable of working in a variety of outdoor environments.

F. Photographer

The Department has a need to create professional images to be utilized in a variety of print and digital outreach and marketing materials. Much of the work of Department staff is conducted in the field and outdoors. Awarded Bidders will need to be comfortable and capable of working in a variety of outdoor environments.

PART III KEY RFP EVENTS

A. Questions

1. General Instructions

- a. 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.
- b. Bidders and other interested parties should use **Appendix D** – Submitted Questions Form – for submission of questions.
- c. The Submitted Questions Form must be submitted to the RFP Coordinator email address identified on the cover page of this RFP.
- d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. 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:

<http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvl>.

Bidders should submit questions at least 15-days prior to the most current proposal submission deadline in order to receive a response 7-days prior to that deadline. All other questions will be addressed after the current deadline. 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.

B. Amendments

All amendments released in regard to this RFP will also be posted on the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvl> . 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.

C. Submitting the Proposal

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 this RFP. They will be opened the next business day. Proposals received after the 11:59 p.m. deadline will be held until the next open enrollment opening.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Division of Procurement Services, via email Proposals@maine.gov.
 - a. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
 - b. 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.
 - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your proposal submission.

- d. 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.
- e. Bidders are to insert the following into the subject line of their email submission: **“RFP# 202203045 Proposal Submission – [Bidder’s Name]”**
- f. Bidder’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.
- g. Bidder’s proposals must include, in the order below:
 - **Appendix A** (Proposal Cover Page)
 - **Appendix B** (Debarment, Performance and Non-Collusion Certification)
 - **Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.
 - Company Rate Sheet(s)

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.

The Bidder's proposal 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. 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

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.

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Section II Organization Qualifications and Experience

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 examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

2. 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.

3. 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.

4. 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.

5. 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 Cost Proposal

1. General Instructions

Bidders must submit a current rate sheet. Rate sheets must provide a listing of all the typical fixed and hourly rates for all services and the positions expected to be involved in the services provided as well as all other expected expenses.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall 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, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score 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 (No Points)

Includes all elements addressed above in Part IV, Section I.

Section II. Organization Qualifications and Experience (65 points)

Includes all elements addressed above in Part IV, Section II.

Section III. Cost Proposal (35 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the review team will use a consensus approach to evaluate and score the sections above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Proposals for each service type will be scored together - Copywriter, Technical Writer, Graphic Designer, Advertising Agency, Videographer, and Photographer.

3. **Negotiations:** The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that

may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected 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.

C. 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 contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this 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 this request, 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.
5. Selection to be included on the PQVL is not a guarantee of work.
6. Updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates will be required to be submitted to the RFP Coordinator by all Providers on the PQVL on an annual basis.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 MRSA § 1825-E and 18-554 Code of Maine Rules, 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 contract award.

Since this RFP results in a PQVL, the appeal procedures mentioned above are available upon the original determination of that vendor list. The appeal procedures will not be available during subsequent competitive procedures involving only the PQVL participants if cost is the sole determining factor.

E. Removal from Pre-Qualified Vendors List

The Department may remove a pre-qualified vendor from the PQVL at any time, upon giving 30 days' written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

1. The pre-qualified vendor failed or refused to perform its contractual obligations,
2. The pre-qualified vendor's performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided,
3. The pre-qualified vendor no longer has the ability to perform the services specified in this RFP, or
4. The pre-qualified vendor is continually "unresponsive" to providing any feedback to the Department's mini-bid solicitations.

PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Qualifications and Experience Form
4. Appendix D – Submitted Question Form

APPENDIX A

**State of Maine
Department of Inland Fisheries & Wildlife
PROPOSAL COVER PAGE
RFP# 202203045**

Pre-Qualified Vendor List for Multimedia Services

Bidder's Organization Name:			
Chief Executive - Name/Title:			
Tel:			E-mail:
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:			E-mail:
Headquarters Street Address:			
Headquarters City/State/Zip:			
Type of Proposal (select one)			
<input type="checkbox"/> Copywriter		<input type="checkbox"/> Technical Writer	
<input type="checkbox"/> Graphic Designer		<input type="checkbox"/> Advertising Agency	
<input type="checkbox"/> Videographer		<input type="checkbox"/> Photographer	

- 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 agreement with the Department should they be 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 Inland Fisheries & Wildlife
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
RFP# 202203045
Pre-Qualified Vendor List for Multimedia Services

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:

- a. *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.*
- b. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. *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.*
- d. *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.*
- e. *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.*

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

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

APPENDIX C

**State of Maine
Department of Inland Fisheries & Wildlife
QUALIFICATIONS & EXPERIENCE FORM
RFP# 202203045**

Pre-Qualified Vendor List for Multimedia Services

Bidder's Organization Name:	
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Present a brief statement of qualifications, including any applicable licensure and/or certification. 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.

APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating 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	

APPENDIX C (continued)

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

APPENDIX D

**State of Maine
Department of Inland Fisheries & Wildlife
SUBMITTED QUESTIONS FORM
RFP# 202203045**

Organization Name: _____

RFP Section & Page Number	Question

** If a question is not related to any section of the RFP, state "N/A" under "RFP Section & Page Number"*

** Add additional rows, if necessary.