

STATE OF MAINE
Department of Marine Resources
Bureau of Marine Science



RFP#201711190

2018 Maine Lobster Research Collaborative

RFP Coordinator	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p>Name: Marta Peters Title: Business Manager Contact Information: Marta.Peters@maine.gov</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i></p> <p>Date: December 19, 2017, no later than 5:00 p.m., local time</p>
Proposal Submission	<p>Submission Deadline: January 16, 2018, no later than 4:00 p.m., local time Submission Address: Division of Procurement Services, Burton M. Cross Building, 111 Sewall Street - 4th Floor, Augusta, ME 04330</p>

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PUBLIC NOTICE

**State of Maine
Department of Marine Resources
RFP#201711190
2018 Maine Lobster Research Collaborative**

The State of Maine, Department of Marine Resources, is seeking proposals for research programs that contribute to components of the new Lobster Collaborative. The awarded projects will be part of the initial two years and will include required quarterly discussions to develop specific integrated goals, review progress, and work to advance objectives for future projects.

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/purchases/venbid/rfp.shtml>

Proposals must be submitted to the State of Maine Division of Procurement Services, located at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, ME 04330. Proposals must be submitted by 4:00 pm, local time, on January 16, 2018, when they will be opened. Proposals not received at the Division of Procurement Services' aforementioned 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 RFP:

1. **RFP:** Request for Proposals
2. **State:** State of Maine
3. **Department:** Department of Marine Resources
4. **Collaborative:** Lobster Collaborative
5. **RED Fund:** Research, Education, and Development Fund
6. **ASMFC:** Atlantic States Marine Fisheries Commission
7. **GOM:** Gulf of Maine

State of Maine - Department of Marine Resources
Bureau of Marine Science
RFP#201711190
2018 Maine Lobster Research Collaborative

PART I INTRODUCTION

A. Purpose and Background

The Department of Marine Resources (“Department”) is seeking proposals for research programs that contribute to components identified by the new Lobster Collaborative (“Collaborative”), including lobster habitat, assessment, monitoring, fishery impacts, and integration of those parts 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 lobster fishery is Maine’s most valuable fishery with a landed value of more than \$533 million, representing 74% of the value of all marine commercial fisheries landings in 2016. The lobster fishery is a critical piece of the economy in nearly every community along the coast. Recently, there are signs that the Gulf of Maine ecosystem may be changing, which will likely have an impact on the lobster resource and fishery on which these communities depend. The Department is charged with conserving and developing Maine’s marine resources, conducting and sponsoring scientific research, and promoting and developing Maine’s coastal fishing industries. For these reasons, the Department wishes to dedicate significant research dollars toward a better understanding of the lobster resource, fishery, and industry and the potential changes ahead.

The Department administers the Lobster Research, Education, and Development (RED) Fund, which is capitalized through sales of the lobster license plates. A Board comprised of stakeholders within the lobster industry, including representatives of industry associations and lobster scientists, is charged with advising the Commissioner on expenditures from the RED Fund for the purposes of lobster research, education, and development. A previous RFP in 2015 solicited scientific research proposals, but the Board thought the proposals did not fit the need for collaborative projects working together toward producing information that will inform the stock assessment and management processes. With this feedback, the Board recommended to the Commissioner that the Department create and lead the new Lobster Collaborative using the remaining funds. To this end, the Department is building the Collaborative to be made up of members from a variety of academic, management, and stakeholder groups that will meet quarterly for at least the two-year term of the research programs being solicited here. The group will be tasked with advancing the goals of the Collaborative as defined in the below Scope of Work and acting as advisors to steer the priorities, funding, synthesis, and products that come out of sponsored programs. Researchers funded under this RFP will be required to serve on the Collaborative, but all members will not have to be directly funded under this initiative to participate in the Collaborative. Quarterly meetings will be used to provide updates in each area, as well as focus on areas of concern highlighted by the group. The first step through this RFP is to identify the two-year research programs that will synthesize existing data streams, as well as initiate new research in targeted areas to begin to advance the objectives of the Collaborative.

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

Individuals, public agencies, private for-profit and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

D. Contract Term

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

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

Period	Start Date	End Date
Period of Performance	March 1, 2018	February 29, 2020

E. Number of Awards

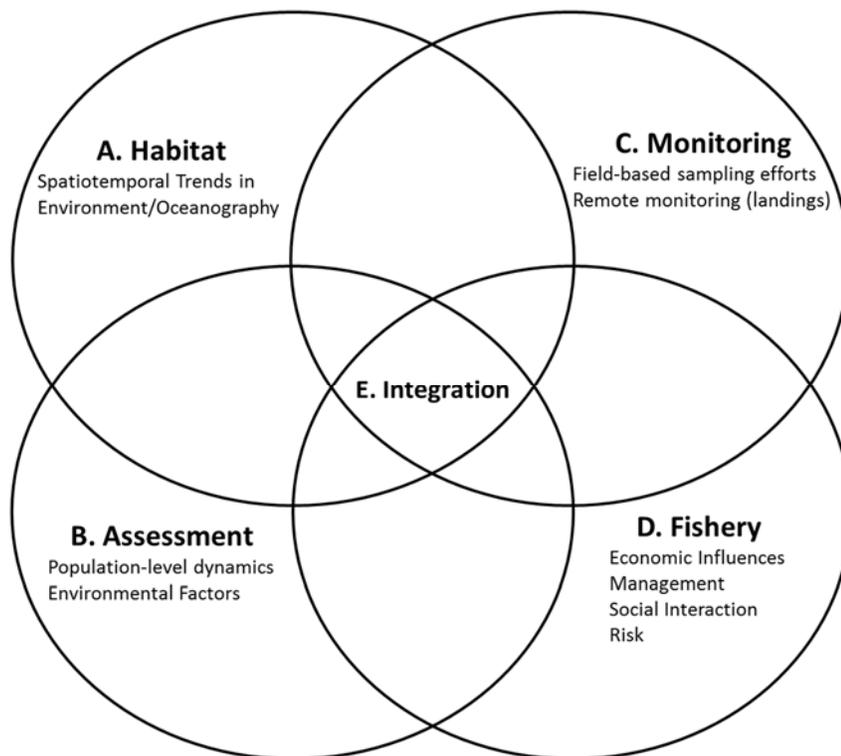
The Department anticipates making multiple awards as a result of this RFP process to contribute to the Collaborative priorities. The RED Board has recommended releasing up to \$500,000 from the RED Fund to award proposals generated through this RFP. Bidders must submit a separate proposal for each component for which the Bidder intends to provide services. It is possible that not all components will be awarded or multiple awards could be granted for a component(s).

Item	Component
A	Habitat
B	Assessment
C	Monitoring
D	Fishery
E	Integration

PART II SCOPE OF SERVICES TO BE PROVIDED

The Department, is seeking proposals for research programs contributing to the components that define the Collaborative and aim to understand the lobster resource, fishery, and industry in the changing ecosystem of the Gulf of Maine. The awarded projects will be part of the initial two years of the Collaborative and will include required quarterly meetings to develop specific integrated goals, review progress, and work to advance objectives for future projects. The general objectives of the Collaborative and the RFP are to produce integrated research programs that contribute to the components outlined below, including biological, physical, and social dynamics of the lobster fishery, as well as inspire direction for future collaborations. Proposals should include a synthesis of data streams to capture changing habitat and system trends, provide evaluation and recommendations on the current monitoring programs, identify and quantify factors that pose risks to the fishery, and incorporate environmental and population changes in population assessments. Proposals should generate information that will be used to inform future management objectives and actions, as well as discuss how the outcomes and deliverables will contribute to the overall knowledge and management of the lobster resource.

Research proposals must focus on one of the following research components.



A. Habitat

There are indications that the ocean ecosystem is changing in response to factors such as warming water temperatures, in ways that are not currently well understood. There is need to identify how changing spatiotemporal trends in the environment and oceanography of the Gulf of Maine could directly impact lobster population dynamics (larval dynamics, relationship between settlement and future distribution/abundance of lobsters, etc.), biology (growth, age/size at maturity, reproduction, etc.), predation on different lobster life stages, or susceptibility to disease (epizootic shell disease).

B. Assessment Model Development

Oceanographic, ecological, and biological research on lobsters is very important, but for the management process, integration of these research results must be incorporated into the ASMFC Assessment Model to have impact on management processes. Also, conservation measures such as minimum legal size, maximum legal size, V-notching and protection of egg-bearing lobster are considered to play an important role in large increases in the GOM lobster population size and landings under high fishing pressure; but no systematic study has been done to evaluate their contributions to the improved lobster stock and landings. This calls for a careful evaluation of effectiveness of the conservation measures used in the management of Maine lobster fishery in regulating the GOM lobster population dynamics.

C. Monitoring

New issues arise every year that require fishery dependent and independent data with high spatial resolution and high confidence in coverage of the whole fishery. The Department has multiple monitoring programs (Landings Program, Sea Sampling, Inshore Trawl Survey, Ventless Trap Survey, and Settlement Survey) that collect data at different lobster life stages annually. These programs have changed little over time, yet the fishery and system have changed around them (e.g. greater effort offshore, timing of molt, egg hatch, and habitat availability). An evaluation of the field sampling and data collection programs is needed with recommendations to improve accuracy, efficiency, and spatial coverage of sampling methods. There is also a need to assess the relationship between the different fishery independent surveys.

D. Fishery

There is a need to evaluate the economic and social vulnerability and risk within the lobster fishery. The ASMFC Lobster Stock Assessment current reference point does not trigger management action until the lobster population drops to the threshold abundance last experienced in the 1990's. All stakeholders recognize that this biological threshold would likely produce economic devastation on the coast of Maine. The ASMFC Gulf of Maine and Georges Bank Subcommittee identified the need to develop economic indicators that could be used in the ASMFC management process to trigger management action. It would be important to incorporate input from multiple perspectives (fishermen, dealers, and processors) from an industry advisory panel for any work that is proposed.

E. Integration

To launch a successful lobster research collaborative with the potential of leveraging future funds, there is a need to facilitate quarterly meetings. This facilitation will follow the process through the initial two years of the Lobster Collaborative by developing specific integrated goals, leading discussion on past and current projects, assessing progress and integration of current projects, and producing reports that synthesize group objectives, analyze how project results contribute to the overarching goals of the Lobster Collaborative and highlight areas where more progress can be made and/or integrations can be leveraged to inform the group and further management goals for the lobster resource.

Expectations for participation

Bidders with awarded project(s) are required to participate in the quarterly Lobster Collaborative meetings and webinars. Most meetings are likely to happen in Boothbay Harbor, Maine or held remotely via webinar.

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 E** – Submitted Questions Form – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
- 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 no later than seven (7) calendar days prior to the proposal due date: <http://www.maine.gov/purchases/venbid/rfp.shtml>. 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/purchases/venbid/rfp.shtml>. 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 4:00 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 4:00 p.m. deadline will be **rejected** without exception.
2. Bidders must submit a separate proposal for each component they wish to bid on.
3. **Mailing/Delivery Instructions:** The official delivery site is the State of Maine, Division of Procurement Services (Please refer to the RFP cover page for submission address).
 - a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
 - b. The Bidder must send its proposal submission in a sealed package and must include **an original signed copy and one electronic copy** of their complete proposal. The electronic copy of the proposal must be provided on USB flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
 - c. Bidders' submission packages are to be clearly labeled and contain the following information:
 - Proposal submission address provided on the RFP cover page

- The Bidder's full business name and address
- The RFP Number and Title
- d. Bidder's submission package must include:
 - Proposal Cover Page (**Appendix A**)
 - Debarment, Performance and Non-Collusion Certification (**Appendix B**)
 - Sealed Qualifications and Experience & Proposed Services packet (**Appendix C** and all related/required attachments)
 - Sealed Cost Proposal packet (**Appendix D** and all related/required attachments)

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
2. All pages of a Bidder's proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. The Bidder may not 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.
4. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
6. The Bidder should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
7. The Bidder should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

B. Proposal Contents

Bidders must submit a separate proposal for each component they wish to bid on.

Section I Organization Qualifications and Experience

1. Overview of the Organization

The Bidder is to provide one page CV for the principal investigator(s) and a brief description of all current or pending projects and funding support.

2. Required Attachments Related to Qualifications

Attach 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 this contract.

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Identify the research component addressed by proposal. Clearly outline objectives, research approach and analyses, deliverables, and how the proposed work will contribute and benefit the larger Lobster Collaborative and inform management goals and actions. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the entire RFP period. Display the work plan in a timeline chart. Concisely describe project development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract. Please use the expected "Period of Performance" dates stated in PART I, D.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. No costs related to the preparation of the proposal for this 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

The Bidder should fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Cost proposals should provide a breakdown of personnel, equipment, travel, contracts, indirect, and other. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

Section IV Maine Business

For the purpose of this RFP, a Maine Business is one that currently meets each of the following criteria:

1. Physical location within the borders of Maine;
2. Employment of at least one Maine resident; and
3. Subject to State of Maine taxes such as:
 - a. Business Income or Corporate Income
 - b. Property
 - c. Employment – Unemployment, worker’s compensation

Using the above criteria, the Bidder is to indicate if they are a Maine Business or not by responding to the question “Are you a Maine Business as defined in this RFP?” on the Proposal Cover Page (**Appendix A**). The use of this information in making contract award decisions is required in accordance with Executive Order 2017-003, which states “Evaluators of competitive bids for goods and services shall give consideration to the investment in the State by business enterprises as a best-value criterion. Consideration for Maine business enterprises may result in low cost or top scoring bids not being considered as the best-value for the State of Maine.”

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 within each component group meets the following criteria.

Section I. Organization Qualifications and Experience (15 points)

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

Section II. Proposed Services (60 points)

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

Section III. Cost Proposal (25 points)

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

2. **Scoring Process:** The review team will use a consensus approach to evaluate and score all sections listed 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. Once projects are ranked for each component, the review team will assess and determine the combination of successful awards that best contribute to the Lobster Collaborative objectives and fall within the budget allowed. It is possible that not all components will be awarded or multiple awards could be granted for a component(s).
 - a. If the Bidder receiving the highest number of evaluation points for all sections is a Maine business, as defined in PART IV, B, Section IV, the contract award will be made to that Bidder.
 - b. If the Bidder receiving the highest number of evaluation points for all sections is a non-Maine business, the following will apply:

- The review team will determine if any Maine businesses are within a “competitive range”. *Competitive range is defined as a proposal having a total Section I & II score within 5 points of the top bidder’s Section I & II score.*
- If there are any Maine businesses that score within the competitive range, those Maine businesses cost scores will be increased by 5% of the cost points available and the proposals will be ranked by cost points received. The award will be made to the highest ranked bidder, i.e., the bidder with the most favorable cost proposal. Multiple awards may be made in the order of ranking.

Scoring the Cost Proposal: Regarding the proposed funds requested and the proposed work, the review team will consider the degree to which the project represents a *good return for the investment* (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

No Best and Final Offers: The State of Maine will not seek 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.

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, however the Department reserves the right to negotiate and choose partial awards for proposed projects with multiple objectives. The Department reserves the right to terminate contract negotiations with a selected respondent 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.

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 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). 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.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider D: Final Negotiated Plan

Rider E: Proposed Cost Breakdown for Entire Period

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Procurement Services website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services website at the following link: <http://www.maine.gov/purchases/info/forms.html>

2. 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): <http://www.maine.gov/purchases/policies/110.shtml>

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

3. 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 this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement 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 successful Bidder in the finalization of the contract.
- b. 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.

2. Payments and Other Provisions

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

PART VII 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 – Cost Proposal Form
4. Appendix D – Submitted Question Form

**State of Maine
 Department of Marine Resources
 PROPOSAL COVER PAGE
 RFP#201711190
2018 Maine Lobster Research Collaborative**

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:			

Component of Proposed Services:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Are you a Maine Business as defined in this RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- 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 undersigned is authorized to enter into 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 Marine Resources
 DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
 RFP#201711190
2018 Maine Lobster Research Collaborative**

Bidder's Organization Name:	
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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;*
 - iii. 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; and*
 - iv. 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.**
- c. 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:

**State of Maine
 Department of Marine Resources
 COST PROPOSAL FORM
 RFP#201711190
2018 Maine Lobster Research Collaborative**

Bidder's Organization Name:	
Component of Proposed Services:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E

Instructions: Bidder should complete the cost proposal for all contract periods as defined below. Bidders are to include a detailed budget and brief budget narrative to breakdown expenses (costs, rates, hours, etc.) submitted on this cost proposal.

	Year 1	Year 2
Personnel		
Equipment		
Travel		
Contracts		
Other		
Indirect		
Total Proposed Annual Costs		

