**STATE OF MAINE**

**Department of Marine Resources**

*Bureau of Marine Science/Division of Biological Monitoring*



**RFP# 202402051**

**Lobster Trap Survey Vessel**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.  **Name:** Kathleen Reardon **Title:** Marine Resources Scientist III  **Contact Information:** [Kathleen.Reardon@maine.gov](mailto:Kathleen.Reardon@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date:** April 5, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** April 19, 2024, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to:* [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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PUBLIC NOTICE

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**State of Maine**

**Department of Marine Resources**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

The State of Maine Department of Marine Resources, Bureau of Marine Science is seeking proposals to hire a fishing vessel(s) or vessels to assist with a seasonal (4 times a year) trap survey in and around Maine’s proposed offshore wind energy research array. An estimated 300 traps are expected to be transported and hauled in four seasonal surveys in the proposed sampling areas in and around the offshore Maine Research Array (MeRA), as far as 40 nautical miles south of Boothbay Harbor.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of 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 April 19, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Department of Marine Resources |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **MeRA** | Maine Research Array |

**State of Maine - Department of Marine Resources**

*Bureau of Marine Science, Division of Biological Monitoring*

**RFP# 202402051**

**Lobster Trap Survey Vessel**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Marine Resources (Department) is seeking vessel services to conduct seasonal lobster trap surveys in and around Maine’s offshore wind energy research array 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 Department plans to conduct seasonal lobster surveys in Maine’s offshore research array (>25 nm offshore and within Lobster Conservation Management Area [LCMA] 1, Figure 1) to create a baseline understanding of the lobster resource in the area to evaluate impacts before, during, and after construction of the planned Maine Wind Energy Research Area. These surveys will occur seasonally (winter, spring, summer, and fall) to evaluate the lobster population throughout the year, with the first survey expected to take place as soon as permits are approved. An estimated twenty-five trawls of traps will be hauled three times each season. Bidders must complete **Appendix F** (Vessel Information Form) at the end of this document to describe their vessel’s for suitability for this project. The goal of this work is to assess populations of lobster before, during, and after the construction of the proposed offshore wind energy research array site to determine the impacts wind energy development might have on the lobster population.

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
   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 the RFP.
   9. 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 hold a current State of Maine Lobster/Crab license in order to submit a proposal in response to this RFP.. To be eligible for consideration, the captain must not have any resource related violations within the last 7 years. Maine Marine Patrol will be consulted for final award decisions.

1. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, 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 four (4) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | July 1, 2024 | June 30, 2025 |
| Renewal Period #1 | July 1, 2025 | June 30, 2026 |
| Renewal Period #2 | July 1, 2026 | June 30, 2027 |
| Renewal Period #3 | July 1, 2027 | June 30, 2028 |
| Renewal Period #4 | July 1, 2028 | June 30, 2029 |

1. **Number of Awards**

The Department reserves the right to make one or multiple awards, whichever is in the best interests of the State, as a result of this RFP process.

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

1. **General Information**

DMR will contract with vessel(s) to conduct a trap survey in Maine’s offshore wind energy research array and in areas surrounding the array to evaluate the lobster population. This array is greater than 25 miles offshore from Boothbay Harbor (see figure below of the potential survey area) and the survey will sample up to 9nm from the array.

All sampling will occur within LCMA 1. A survey will consist of transporting and hauling approximately 300 traps three times over 6 trips with targeted weeklong soaks (Table 1). A survey will be conducted quarterly each year.

The surveys will occur in winter (January-February), spring (April-May), summer (July-August), and fall (October-November). Upon selection of the successful Bidder(s), meetings will be held between DMR staff and the vessel captain(s) to plan sampling approach, determine trawl configuration, endline configuration, and logistics ahead of surveys according to permit approvals. A gear stipend can be requested to cover the cost of preparing the gear. Surveys are anticipated to begin upon receiving federal sampling permits.

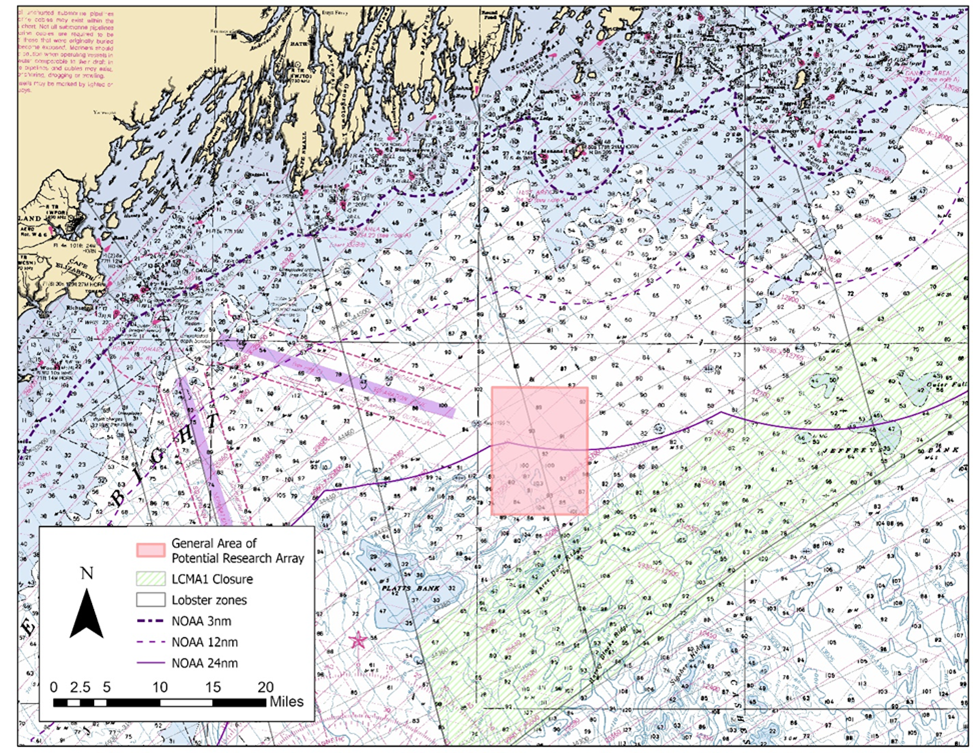


Figure 1: Map of the larger Request for Competitive Bidding area for Maine Research Wind Energy Array. The research lease area is anticipated to be a smaller area within the large red area on the map. Sampling will take place around that smaller lease area, with the furthest sites occurring in a radius of, at most, 9nm from the selected area. The green shaded area is the LCMA 1 closure Jan-Oct. All sampling will occur in LCMA 1.

1. **Expectations for Work and Contract**
   1. Contract for work will be with the State of Maine
   2. Captain will be a State of Maine lobster/crab license holder
   3. Captain will be skilled in navigation and boat handling, and experience with lobster fishing offshore is preferred
   4. Each quarterly survey will consist of six (6) sea days, including transport of gear to and from MeRA
      1. A survey will consist of hauling 300 traps three (3) times on weeklong soaks
   5. Ready for work at agreed-upon dates, times, and dockside location
   6. Daily rate will cover:
      1. Boat
      2. Captain and crew
      3. Bait
      4. Insurance for fishing activity and for taking a sampler
   7. Vessel will have:
      1. Deck and storage space for up to 108 traps and rigging for at least 9 trawls
      2. Deck space for measuring and tagging lobsters
      3. VHF radio, radar, GPS, depth sounder
         1. Olex/TimeZero chart plotting software preferred
      4. Life raft and other safety equipment to accommodate crew/scientists/support staff with up-to-date inspection.
         1. Scientific staff will provide their own survival suits.
      5. Proof of current and ability to maintain a Coast Guard inspection (<50nm) for vessel operating in federal waters at time of survey initiation.
      6. Proof of Certificate of Liability Insurance demonstrating protection and indemnity coverage and coverage for captain, crew and up to two (2) scientific staff
   8. Maine DMR will provide 300 traps and purchase materials for rigging
      1. 12 trap trawl minimum
      2. One end line with high flyer with smart buoy and one end with on-demand gear
      3. Must comply with whale safe regulations and required permit stipulations.
      4. Alternating ventless and vented standard commercial traps, consider including 4 State small mesh ventless traps in each trawl
   9. Captain should have space locally to store traps between surveys.
   10. Endlines will likely consist of one normal endline with appropriate weak points and gear marking as well as a high flyer and smart buoy, and one ropeless end (likely using on demand retrieval, purchased by DMR). Fully ropeless trawls may be required if sites are selected within the LCMA closure region and the survey is scheduled during a portion of the closure time period. All final configurations depend on permit conditions.
   11. Maine DMR sampler will be on board for all haul days
       1. Sampler will collect biological data on all lobsters and bycatch and tag all lobsters
   12. If depth data is collected through OLEX/Time Zero or equivalent program, the data from these trips will be shared with the research partners.
   13. All work is dependent on the approval of required permits from NOAA and State of Maine.
   14. To be eligible for consideration, the captain must not have any resource related violations within the last 7 years. Maine Marine Patrol will be consulted for final award decisions.
   15. All lobsters and other species will be discarded unless collected for biological studies. No animals will be kept for consumption or sale.
2. **Additional Information**

Four seasonal surveys will be conducted each year, likely beginning in 2024, depending on federal permitting and purchase of gear. The research array is likely located more than 25 miles offshore. A survey will occur in the winter (January-February), spring (April-May), summer (July-August), and fall (October-November).

The proposed plan is to have 25 trawls of 12 traps per trawl hauled 3 times each on weeklong soaks distributed in the area of the array and the adjacent habitat. For example (Table 1), Trip 1 would transport and set 9 trawls (108 traps). Trip 2 would transport and set 8 trawls (96 traps) and haul the first 9 trawls. Trip 3 would transport and set 8 trawls (96 traps) and haul the first 17 trawls. Trip 4 would haul 25 trawls and transport 9 trawls to shore. Trip 5 would haul 16 trawls and transport 8 trawls to shore. Trip 6 would haul and transport the remaining 8 trawls to shore. The target soak will be one week but will be dependent on weather. DMR will provide up to two (2) scientific staff for haul days.

**Table 1.** Example of full survey including transporting traps offshore and inshore and haul schedule by trips for each quarter.

|  |  |  |  |
| --- | --- | --- | --- |
| Trip | Bring out traps | Bring In Traps | Haul Traps |
| 1 | 108 |  |  |
| 2 | 96 |  | 108 |
| 3 | 96 |  | 204 |
| 4 |  | 108 | 300 |
| 5 |  | 96 | 192 |
| 6 |  | 96 | 96 |

During the survey, the Successful Bidder(s) will be expected to navigate to the survey area; transport haul and set the traps; complete a logbook with lobster counts and trap type; and assist with handling the lobster catch by keeping traps separate for sampler. The Successful Bidder(s) is responsible for compensation of crew and all vessel-related expenses.

The captain will participate in planning meetings as requested to determine configuration of the trawls and endlines and review the selected location of the trawls. Alternate sites will be available as needed.

The vessel will be available for up to six days in each identified season for a total of up to 24 days a year and will work during agreed upon times. Sampling will be conducted during suitable weather days to ensure safety and ease of sampling and work. Alternate days will be agreed upon in case of inclement weather. Survey work will be completed as day trips. Successful Bidder(s) must provide documentation of a current USCG Commercial F/V Safety Examination for <50nm before the survey begins. DMR staff will schedule a time to examine docked boats for suitability prior to awarding this contract. Captain will provide storage and transport of traps to port between surveys.

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
      2. The Submitted Questions Form 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. 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: [Division of 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: [Division of 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. **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 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 are to be submitted to the State of Maine Division of 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. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
      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.
      5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202402051 Proposal Submission – [Bidder’s Name]”**
      6. 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:
2. **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Debarment, Performance and Non-Collusion Certification)

All required eligibility documentation stated in PART IV, Section I.

1. **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form)

All required information and attachments stated in PART IV, Section II.

1. **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix F** (Vessel Information Form)

All required information and attachments stated in PART IV, Section III.

1. **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.

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** (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. **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.

* 1. **Eligibility Requirements**

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

1. Current State of Maine Lobster/Crab license
2. Meet the requirements of a Marine Patrol background check for the purpose of issuing a special license. Previous violations of lobster and other state and federal fishing laws may impact eligibility as determined by the Department.

**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 examples of projects or descriptions of their fishing history which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

Bidders must provide information on the captain’s knowledge, abilities, and experience in Maine waters, including offshore lobster trap fishing, scientific surveys, fishery research projects or any other relevant information.

* 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. **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. This documentation may include:

1. Proof of a current Coast Guard inspection certification for <50nm throughout the timeline of the RFP and survey.
   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.

1. Current Certificate of Liability Insurance demonstrating protection and indemnity coverage and coverage for captain, crew and up to two (2) scientific personnel.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

For the purposes of this RFP please fill out **Appendix F** (Vessel Information Form) as completely as possible, including information on:

* + 1. Vessel name and port(s)
    2. Captain name, address, business phone, cell phone (if any) and e-mail (if any).
    3. Vessel specifications (engine horsepower, electronics, cruising speed, safety gear)
    4. Description of deck and cabin space (include pictures)
    5. Description of fishing background and experience with research projects
    6. Description of any experience with on demand gear.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting **July 1, 2024** and ending on **June 30, 2025.**
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

Please provide the daily rate amount of trap survey activity for costs including boat, captain and crew, bait, fuel, and insurance for fishing activity and for taking sampler. An additional stipend can be included for initial rigging of gear and/or annual stipend for gear maintenance*.*

**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. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, 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:** 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 – Eligibility Requirements)**

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

**Section II. Organization Qualifications and Experience (40 points)**

Includes all elements addressed above in Part IV, Section II and experience information provided in Appendix F.

**Section III. Proposed Services (35 points)**

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

**Section IV. Cost Proposal (25 points)**

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

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, 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. Sections 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 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25 = 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 Division of Procurement Services’ website at the following link: [Division of 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 a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**Appendix F** – Vessel Information Form

**APPENDIX A**

**State of Maine**

**Department of Marine Resources**

**PROPOSAL COVER PAGE**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Marine Resources**

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

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

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

**APPENDIX C**

**State of Maine**

**Department of Marine Resources**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202402051**

**Lobster Trap Survey Vessel**

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

**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 Part II – Scope of Services to be Provided of the RFP. 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.**  *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

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

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

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

**APPENDIX D**

**State of Maine**

**Department of Marine Resources**

**COST PROPOSAL FORM**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

Please provide the daily rate amount of trap survey activity for costs including boat, captain and crew, bait, fuel, and insurance for fishing activity and for taking sampler. An additional stipend can be included for initial rigging of gear and/or annual stipend for gear maintenance.

The Proposed Daily Rate Cost will be used in the scoring formula defined in Part V, B, 3 of the RFP.

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |  |
| --- | --- |
| **Proposed Daily Rate Cost:** | **$** |

|  |  |
| --- | --- |
| **Proposed Initial Gear Rigging Stipend (Optional):** | **$** |
| **Proposed Annual Gear Maintenance Stipend (Optional):** | **$** |

**APPENDIX E**

**State of Maine**

**Department of Marine Resources**

**SUBMITTED QUESTIONS FORM**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

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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**APPENDIX F**

**State of Maine**

**Department of Marine Resources**

**VESSEL INFORMATION FORM**

**RFP# 202402051**

**Lobster Trap Survey Vessel**

|  |  |  |  |
| --- | --- | --- | --- |
| Captains Name | Click or tap here to enter text. | Vessel Name | Click or tap here to enter text. |
| Captains Address | Click or tap here to enter text. | Contact | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Vessel Information** | |
| Home Port | Click or tap here to enter text. |
| Vessel Length (In Feet) | Click or tap here to enter text. |
| Vessel Beam (In Feet) | Click or tap here to enter text. |
| Engine HP | Click or tap here to enter text. |
| Vessel Make & Year Built | Click or tap here to enter text. |
| Cruising Speed (kt) | Click or tap here to enter text. |
| Deck area | Click or tap here to enter text. |
| Do you own a grapple? | YES ☐ NO ☐ |
| US Coast Guard Inspection | Number: Click or tap here to enter text.  Expires: Click or tap here to enter text.  Distance from shore: Click or tap here to enter text. |
| Liability Insurance | YES ☐ NO ☐ Expires: Click or tap here to enter text. |
| Do you have space for 1 or 2 scientists while transporting gear | YES ☐ NO ☐ |
| Will you be able to dedicate time to participate in planning meetings | YES ☐ NO ☐ |

|  |
| --- |
| Vessel Electronics Information |

|  |  |
| --- | --- |
| Sonar | YES ☐ NO ☐ |
| Fish Finder | YES ☐ NO ☐ |
| Radar | YES ☐ NO ☐ |
| GPS | YES ☐ NO ☐ |
| TimeZero (or other PC chartplotter program) | YES ☐ NO ☐ Model: Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Vessel Safety Equipment Information** | |
| Life Raft | YES ☐ NO ☐ Capacity: Click or tap here to enter text. |
| Survival Suits | YES ☐ NO ☐ How many? Click or tap here to enter text. |
| EPIRB | YES ☐ NO ☐ |
| First Aid Kit | YES ☐ NO ☐ |

|  |  |
| --- | --- |
| **Captain Experience** | |
| How many years fishing in federal waters? | Years: Click or tap here to enter text. |
| How many years fishing >12nm from shore | Years: Click or tap here to enter text. |
| Any experience with on-demand gear? | YES ☐ NO ☐ what types? Click or tap here to enter text. |
| Other info | Click or tap here to enter text. |