**STATE OF MAINE**

**Department of Marine Resources**

*Maine Coastal Program*



**RFP# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.  **Name:** Claire Enterline **Title:** Research Coordinator  **Contact Information:** [Claire.Enterline@maine.gov](mailto:Claire.Enterline@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date:** February 10, 2021, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** February 25, 2021, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [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# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

The State of Maine is seeking proposals for operating a multibeam sonar system on a pre-determined vessel, providing services as a field marine geologist, and synthesizing all collected data into technical reports and data deliverables.

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 February 25, 2021. 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 |
| **MBES** | Multibeam Echosounder |
| **MCP** | Maine Coastal Program |
| **MCMI** | Maine Coastal Mapping Initiative |

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

*Maine Coastal Program*

**RFP# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Coastal Program (MCP) within the Maine Department of Marine Resources (Department) is seeking proposals for operating a multibeam sonar system on a pre-determined vessel, providing services as a field marine geologist, and synthesizing all collected data into technical reports and data deliverables, as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Maine Coastal Mapping Initiative (MCMI) acquires seafloor and marine habitat information including bathymetry and backscatter data, sediment information, fauna type and abundance, and water column data. The data contribute to numerous ongoing efforts including assessment of nearshore sand movement over time to inform beach nourishment projects, investigations of cable areas and other State Submerged Lands Programs interest areas, mapping of fisheries management areas, marine habitat modeling, and marine planning. This project also provides new data that are incorporated into National Oceanic and Atmospheric Administration (NOAA) nautical charts. These data are acquired and processed to meet Office of Coast Survey bathymetry standards and are shared with the UNH-NOAA Joint Hydrographic Center / Center for Coastal and Ocean Mapping for review.

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**

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

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 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 | March 15, 2021 | March 15, 2022 |
| Renewal Period #1 | March 15, 2022 | March 15, 2023 |
| Renewal Period #2 | March 15, 2023 | March 15, 2024 |
| Renewal Period #3 | March 15, 2024 | March 15, 2025 |
| Renewal Period #4 | March 15, 2025 | March 15, 2026 |

1. **Number of Awards**

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

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

The Department seeks proposals for services as the lead hydrographer for the MCMI. Services include set-up and operation of the multibeam sonar system on a pre-determined vessel under existing contract with the Department, collection and field descriptions of grab sediment samples, post processing and data delivery of multibeam and backscatter including tidal corrections, digital elevation models (DEM) and bathymetric attributed grid (BAG) generation, fly-throughs, and any other digital mapping products and maps requested by the Department.

Surveys are performed daily as day operations (5am-5pm) from April 1 – November 30. Data collection is anticipated to occur from waters 0-34 nautical miles (nm) offshore of Kittery, Maine to Lubec, Maine. Annual Area of Interests (AOI) for mapping are determined each year in February based on Department priorities and external partnerships. The AOI for 2021 includes areas in Casco Bay, outside of Casco Bay to 12nm, offshore areas 17-34nm, roughly off Cape Elizabeth to St. George (Figure 1), and areas in Penobscot Bay. Port locations for the 2021 survey season are expected to be Portland, Boothbay Harbor, and Rockland, ME. The location of port and survey areas may change at any time during the survey season and the successful Bidder must be prepared for in-season survey plan changes. It is anticipated that approximately 100-150 square nautical miles will be mapped using multibeam echosounder MBES and approximately 75-100 grab samples will be taken, however, these are estimates and the total area mapped and number of grab samples may change during the sampling season. The successful Bidder is responsible for providing daily operations (Monday-Friday) on board the survey vessel from April-November with approximately 75% of this time collecting MBES data and 25% collecting and providing field descriptions of surficial grab samples. The successful Bidder is also responsible for all data post-processing, analysis, and development of spatial derivatives and technical reports.

The successful Bidder will work closely with the MCMI project leader and other technical crews. The successful Bidder will be responsible for attending regular meetings with project partners through remote meeting platforms and in person at Department offices in Augusta, ME and West Boothbay Harbor, ME (approximately 15-20 per year). All survey equipment is housed in West Boothbay Harbor and vessel set up and end-of-season breakdown will occur in West Boothbay Harbor.

The successful bidder will be responsible for the following tasks:

1. **DATA ACQUISITION AND SURVEY:**

The successful bidder will be responsible for the efficient operation of the multibeam echosounder (MBES) sonar equipment including:

1. Coordinating with the MCMI project manager and vessel captain to develop survey plans in compliance with the National Oceanic and Atmospheric Administration (NOAA) requirements for hydrographic-quality bathymetric data collection,
2. Operating and maintenance of a multibeam sonar system (Konsberg EM2040C transducer, motion reference unit, AML MicroX surface sound speed probe, and dual GNSS antennas) using QINSy/QPS navigation software for data acquisition, Digibar for sound-speed variable data collection, and documenting associated metadata,
3. Providing technical expertise to troubleshoot all equipment and software issues associated with multibeam data collection.

Throughout the survey season, the successful Bidder will oversee the surficial sediment grab sample collections including:

1. Reviewing the existing sediment analysis standard operating protocols,
2. Providing field marine geology expertise during grab sample operations including sample collection, field descriptions, and preparation for transport to the lab,
3. Working with sediment analyses labs (housed at the University of Maine, Orono) to deliver samples and report information for sediment composition, grain size, and color,
4. **DATA POST-PROCESSING AND REPORT PREPARATION**

The successful Bidder will provide all post-processing services for data including tidal corrections, DEM and BAG generation, fly-throughs, and any other digital mapping products and maps requested by the Department using Qimera and Fledermaus software. The successful Bidder will develop the following reports as project deliverables:

1. Bathymetric and backscatter survey descriptive reports,
2. Sediment sampling reports including grain size analysis,
3. Textural classification/sediment mapping using advanced GIS spatial analysis modeling,
4. Interpretation of MBES and surficial sediment samples with pre-existing core sample and seismic profile data in addition to generate overall geologic description reports,
5. Build data packages for submissions to NOAA and project collaborators.
6. Generating an annual summary report of the findings for each distinct survey project.

Multibeam data collection will be performed using existing equipment owned by the Department on a pre-determined vessel. The Department will supply access to acquisition and post-processing software.

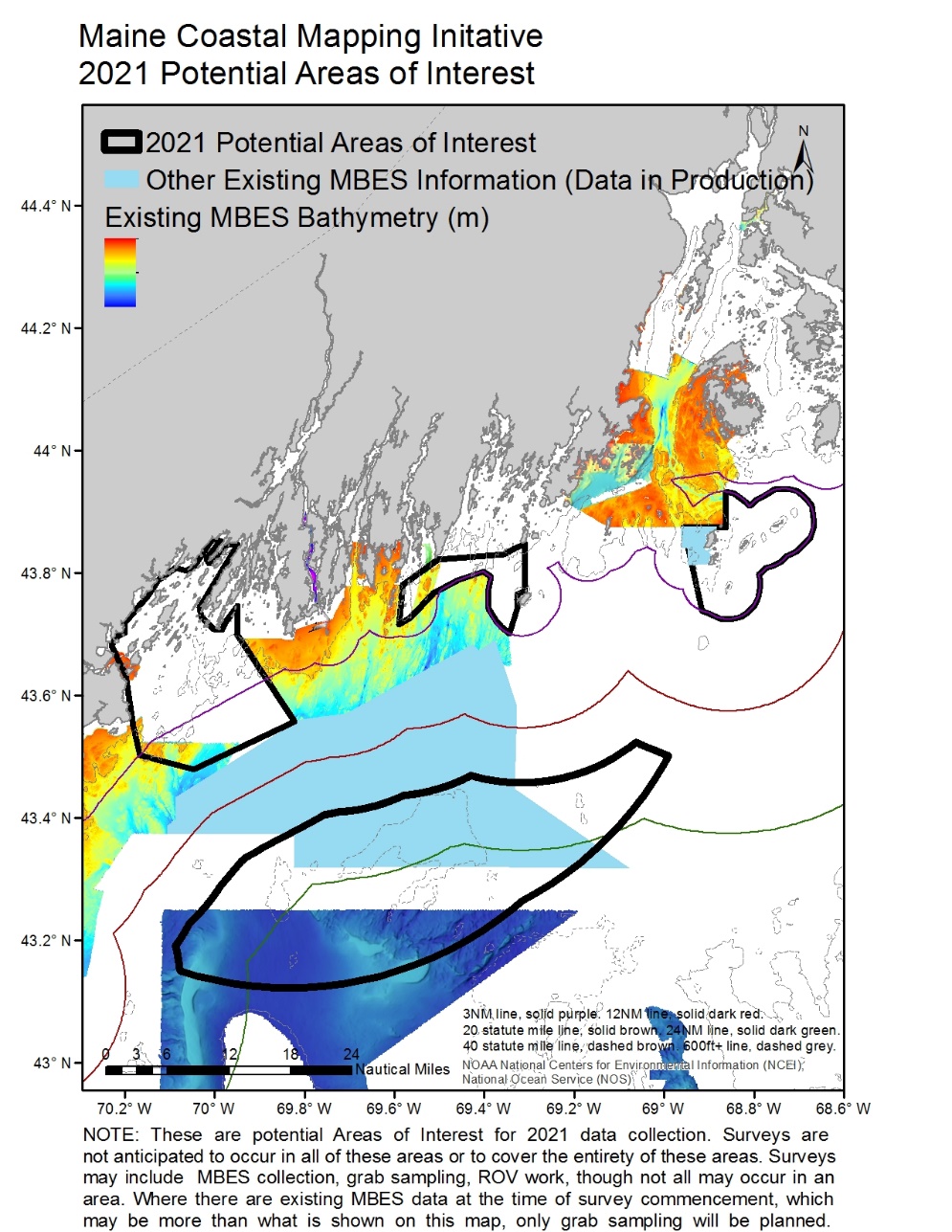


Figure 1. Areas of Interest (AOI) for MCMI surveys. Surveys in these areas may include a combination of MBES acquisition and surficial sediment sampling or only surficial sediment sampling.

**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 must use **Appendix D** – 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. 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.
      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. 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.
      4. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202101009 Proposal Submission – [Bidder’s Name]”**
      5. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

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

All required eligibility documentation stated in PART IV, Section I

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

*PDF format preferred*

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

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

*PDF format preferred*

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

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix C** (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 should follow the outline used below, including the numbering, section, and sub-section headings. 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.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Qualifications**

Bidders should provide a description of their experience that applies to the Scope of Services to be Provided (Part II of the RFP). In addition to this description of qualifications, Bidders should provide a cover letter and a resume or Curriculum Vitae (CV). Bidders should 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, and provide contact information for each project for the Department to contact as references. Bidders should demonstrate experience collecting multibeam echosounder data using hardware and software similar to that stated in Part II. The Bidder should also describe their knowledge of marine geology, processes, and data interpretation.

* 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. **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.

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

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. Please provide an implementation schedule for the deliverables stated in Part II in which all deliverables are completed within each annual contract. If subcontractors are involved, clearly identify the work each will perform.

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

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting March 15, 2021 and ending on March 15, 2022.
     2. Travel costs should be included in the cost proposal.
     3. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     4. 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 C** (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.

**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, B, Section I.

**Section II. Organization Qualifications and Experience (35 points)**

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

**Section III. Proposed Services (30 points)**

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

**Section IV. Cost Proposal (35 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 35 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 35 = 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

Payments will be made based on completion of survey tasks and deliverables as described in Part II upon the receipt of an accurate and acceptable invoice. All tasks described in Part II - DATA ACQUISITION AND FIELD SURVEYS will be at 50% and 100% completion, with the exception of the operation of multibeam sonar (to be invoiced at 25%, 50%, 75%, and 100% completion) and grab sampling (to be invoiced at 100% completion). All tasks described in Part II - DATA POST-PROCESSING AND REPORT PREPARATION will be paid at 100% completion.

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** – Cost Proposal Form

**Appendix D** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Marine Resources**

**PROPOSAL COVER PAGE**

**RFP# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | | |
| **Chief Executive - Name/Title:** | |  | | | |
| **Tel:** |  | | | **E-mail:** |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |
| ***(Provide information requested below if different from above)*** | | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | | |
| **Tel:** |  | | | **E-mail:** |  |
| **Street Address:** | |  | | | |
| **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# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

|  |  |
| --- | --- |
| **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; and*
   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*.
3. *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**

**COST PROPOSAL FORM**

**RFP# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

Bidders must submit a cost proposal that covers the period starting March 15, 2021 and ending on March 15, 2022. Travel costs must be included in the cost proposal. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.

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.

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

|  |  |
| --- | --- |
|  | **Cost  (Initial Period of Performance**  **March 15, 2021 – March 15, 2022)** |
| **A. Data Acquisition and Survey** | **$** |
| **B. Data Post-Processing and Report Preparation** | **$** |
| **Total Proposed Cost** | **$** |

**APPENDIX D**

**State of Maine**

**Department of Marine Resources**

**SUBMITTED QUESTIONS FORM**

**RFP# 202101009**

**Hydrographer Services for the Maine Coastal Mapping Initiative**

|  |  |
| --- | --- |
| **Organization Name:** |  |

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| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* 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.*