**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | **RFP# 202505072****, Wholesale Distribution for Resident Annexes** |
| **RFP ISSUED BY:** | Corrections |
| **SUBMITTED QUESTIONS DUE DATE:** | June 4, 2025, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | June 6, 2025 |
| **PROPOSAL DUE DATE:** | June 16, 2025 no later than 11:59 p.m. local time **(as amended)** |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| Part II Item B,  Page 10 | The Product Categories section of the RFP states that “Bidders must provide a comprehensive ordering catalog listing all available products as of May 1, 2025.” Is this a catalog of additional items not listed in the RFP’s cost proposal, or a catalog of items requested in the RFP’s spreadsheet?  If additional items are being requested, how will the State compare pricing between vendors? |
| **Answer** | |
| The product selection in Scope of Services and in Appendix D Cost Proposal are only a representative sample of the products the Department is seeking to offer in the annexes. The catalogs will be evaluated for the type and variety of products available from Bidders and will not be evaluated for pricing. Only the representative sample products described in Appendix D will be evaluated for cost. | |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| Appendix D,  Page 26 | Please confirm how vendors are to complete the Proposed Cost section of Appendix D. Are vendors expected to add each price per unit for all items bid?  If this is how vendors are to fill in the Proposed Cost section, how will vendors bidding different categories be compared? For example, if Vendor A bids all categories, they will have a higher overall cost than Vendor B who is only bidding category 1 even if Vendor A has lower pricing for every item in category 1.  If vendors are to submit a separate catalogue which includes items not in the included Cost Proposal Form, is any of this pricing to be included in the Proposed Cost section of Appendix D? |
| **Answer** | |
| Bidders must provide unit pricing for each item within each category a Bidder wants to be considered. The item or closest equivalent must be listed, along with the unit price. Categories will be compared against each other, not the aggregate pricing across all categories. For example, the median pricing for ice cream for each Bidder will be compared and scored, irrespective of their proposed pricing for household goods or beverages or any other category. | |

|  |  |  |
| --- | --- | --- |
| **3** | **RFP Section & Page Number** | **Question** |
| Section IV, Cost Proposal, Page | “Bidders must submit a cost proposal that covers the period starting August 1, 2025, and ending on July 30, 2028.”  Are price increases permitted after one year or is the expectation that prices remain in effect for a 3-year period? If price increases are allowed, what is the procurement policy/guideline concerning price increases? |
| **Answer** | |
| Reasonable price increases will be permitted based on market conditions. More specific language will be developed during contract negotiations with awarded Bidder(s). Bidders should provide current pricing for the sample products listed in Appendix D as if they were being sold today. | |