



104 Anderson Hall
Gorham, ME 04038

Main: 207-780-5207
www.maine.edu

REQUEST FOR PROPOSALS # 18-15
Food Service Procurement and Consulting Services
University of Maine System
ADDENDUM #2

The University of Maine

This addendum responds to items discussed during the pre-proposal meeting held on 1/12/15.

University of Maine
at Augusta

Clarification: UM (Orono Campus) will be included in the consultant's review, but won't be integrated into the Food Service (Provider) Contract RFP process.

University of Maine
at Farmington

Clarification: Section 1.15 (Proposal Submission): Please submit One (1) Signed original and (1) Virus Free USB copy of the complete bid.

University of Maine
at Fort Kent

Q1. What does Maine Economic Impact mean?

University of Maine
at Machias

A 1. For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

University of Maine
at Presque Isle

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

University of
Southern Maine

Q2. What is the Contract term of this engagement?

A.2 Approximately 16 Months. However, if mutually agreed upon, may be extended, based on need.

Q3. What is the status of vending?

A3. Vending will be part of the assessment for UMM and USM.

Q4. In Section 3.2A; this should read seven campuses?

A4. Correct, UM (Orono) is included in the assessment.

Q5. Is UMS looking for consultant to help with independent (campus-based) RFPs or a single, enterprise-wide RFP?

A5. The selected Consultant will assist UMS is making this decision.

Q6. Are there any UMS procurement protocols that would steer the process surrounding the selection of a single Food Service Provider for all campuses?

A6. No, the decision to award multiple Food Service Contracts has not been determined.

Q7. What is the Prompt Pay Discount?

A7. 2%, 10 days. This is optional.

Q8. Will each campus have a selection committee with which the Consultant will interface?

A8. UMS has campus representatives on the Core (RFP) Team and SMEs. They will be working with the Consultant to identify additional stakeholders.

Q9. Will the UMS Office of Strategic Procurement (SP) be the primary client?

A9. SP will act as the conduit throughout the RFP process. Once contract is in place SP will act as contract administrator. The Consultant will be working directly with end users at the campus.

Q10. By what date does the UMS want to award new contract(s)?

A10. To be determined. Consultant will help UMS determine that date.

Q11. At UM (Orono), does Policy require that the campus review contracting on a recurring basis?

A11. Correct. This engagement will help to fulfill that requirement.

Q12. Under section titled Scope of Work on page 11, first bullet discusses 'voice of the customer' when we talking about interviews/surveys/etc. Are those aimed at the students and the campus community? Or administration?

A12. This will include all stakeholders, e.g., student, administration, & select members of various campus communities.

Q13. In 2006, UMS engaged a food service consultant. Can we have more information?

A13. The work in 2006 was done by The Cornyn Fasano Group, Inc., Portland, Oregon.

Q14. What is the deadline for vendor inquiries?

A14. The deadline for inquiries was EOD on January 14, 2015

Q15. In Section 4.1.2 on page 13 it is unclear what "published reports about your company" referred to. Are you referring to a Dun & Bradstreet report or an article that may have appeared about us in a magazine?

A15. Please provide magazine articles, etc. (Not B&D reports).

Q16. The RFP calls for the fees to be an inclusive "not to exceed amount?" Does UMS want expenses lumped into the fee scope or presented separately to view actual project expenses? We can give you one not to exceed that does not identify the expenses at all or we can give you a not to exceed that clearly shows the professional fees separate from the expenses.

A16. Please separate professional fees from the expenses (see A20 below).

Q17. Which week/potential days do they expect to interview the short listed firms? Given scheduling pressures in the new year, it would be helpful to place a temporary hold on our calendars to accommodate Maine's timeline.

A17. At this juncture, we envision that the finalist presentation(s)/interview(s) will occur during the week(s) of either 2//9/15 or 2/16/15

Q18. Section 1.16 - Pre-Proposal Conference: This section states participation in the pre-proposal conference is mandatory. Would the University be willing to confirm the firms that participated in the pre-proposal conference?

A18. Upon completion of the contracting process, this information will become available.

Q19. Section 2 – Please confirm the University would consider a partnership or joint venture of two or more firms/individuals as a sub-contractors to the consultant submitting a proposal for specific subject matter expertise and/or strengthening the consulting team resources?

A19. Yes, the University would consider a joint venture of two or more firms/individuals as sub-contractors to the consultant

Q20. Section 4.6 - Time – Cost: Please confirm if University accepts a Fixed bid by title proposal, and during the engagement parties mutually agree certain resources should be used differently (thus effecting the amount of time allocated to those resources), the Consultant will be able to bill the University accordingly as long as the "fixed fee by Project" fee is not exceeded?

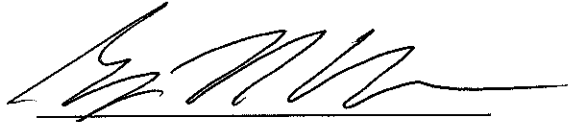
A20. Please submit cost info using the following format:

Compensation of [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS AND NUMBER OF HOURS, e.g, Fifty and 00/100 Dollars (\$50.00) for eighty (80) hours]

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this contract in an amount not to exceed [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS (e.g. One Hundred Twenty and 00/100 Dollars (\$120.00)

The total obligation of UMS for all compensation and reimbursement to the CONTRACTOR shall not exceed [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS, e.g. Four Thousand One Hundred Twenty and 00/100 Dollars (\$4,120.00).]

FMI- Please refer to attached grid

A handwritten signature in black ink, appearing to read 'G. Allen', written over a horizontal line.

Gregg N. Allen
University of Maine System
Sourcing Manager

January 16, 2015

Addendum #2 RFP #18-15 (Food Service Procurement and Consulting Services- University of Maine System)

Campus	UM	USM	UMF	UMA	UMM	UMPI	UMFK
Number of residence dining halls	3	1	1	0	1	1	0
Number of full service retail operations (ones with kitchens/significant food production)	1	1	2	0	0	2	1
Number of limited service operations (coffee bars, satellite snack bars, etc.)	5	6	2	1	1	2	1
Number of catering kitchens/operations (stand-alone catering operations)	1	1	0	2	0	0	0
Number of c-stores	2	0	1	0	0	1	0
Other services provided by current operator	3 (Sports Concessions)	N/A	N/A	0	1 (Seasonal Concessions)	N/A	N/A
Number of students	9700	8428	1750	1500	575	~700	1327
Number of meal plan students	3250	~1000	835	N/A	212	205	243
Number of faculty / staff members	1800	1400	325	~479	65	~75	160