



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Proposal (RFP)  
SUBMISSION FORM PACKAGE

Athletic Charter Buses for UM and UMF  
RFP # 2026-062

**Issued Date:** March 4<sup>th</sup>, 2026

**Response Deadline Date/Time:** April 8<sup>th</sup>, 2026, 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – GA: Athletic Charter Buses - RFP# 2026-062

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Gregg N. Allen  
Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)

# INSTRUCTIONS

## Response Format Instructions

This section contains instructions for Respondents to use in preparing their response. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score.

The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response.

Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent's experience and ability to perform the requirements specified throughout this document.

### 1.1.1 Section 1 - Response Cover Page

- 1.1.1.1 Label this response - Section 1 – UMS Response Cover Page
- 1.1.1.2 Insert Appendix A – University of Maine System Response Cover Page
- 1.1.1.3 Insert Appendix B – Debarment, Performance and Non-Collusion Certification

### 1.1.2 Section 2 - Cost Response

- 1.1.2.1 Label this response - Section 2 – Cost Evaluation
- 1.1.2.2 Insert Appendix C – Required Cost Evaluation Exhibits

### 1.1.3 Section 3 - Master Agreement

- 1.1.3.1 Label this response - Section 3 – Master Agreement
- 1.1.3.2 Insert Appendix D1 – Master Agreement

### 1.1.4 Section 4 - Response to Questions

- 1.1.4.1 Label this response - Section 4 – Response to Evaluation Questions & Related Information
- 1.1.4.2 Insert Appendix E – Organization Reference Form
- 1.1.4.3 Insert Appendix F – Evaluation Question(s) - Organization, Qualifications and Experience

# SECTION 1

## Appendix A – University of Maine System Response Cover Page

RFP # 2026-062  
Athletic Charter Buses

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Quote – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
  - a. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
  - b. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
  - c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
  - d. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

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

**University of Maine System**  
**DEBARMENT, PERFORMANCE and NON-COLLUSION**  
**CERTIFICATION**  
RFP # 2026-062  
Athletic Charter Buses

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

## SECTION 2

### Appendix C – Required Cost Evaluation Exhibits

University of Maine System  
COST EVALUATION

RFP # 2026-062  
Athletic Charter Buses

#### GENERAL INSTRUCTIONS:

1. The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.
2. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This “cost” will encompass the entire solution pricing along with all products and services offered as part of the solution.
3. Failure to provide the requested information and to follow the required cost response format provided in Appendix C may result in the exclusion of the Response from consideration, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.
4. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
5. Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of this document.
6. If there are additional options or services that are not included in the offering, they must be identified and itemized as “optional” and include a description of the product or service and the costs of the option. All items identified in the response (including third party items required) will be considered free add-ons to the proposed solution at the prices included in this response unless expressly stated otherwise.
7. Respondents’ are encouraged to provide additional price incentives for providing an enterprise solution, multi-year or award of multiple institutions.
8. Pricing will be guaranteed by the vendor for the term of the Agreement.
9. The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.
10. An **MS Excel Version** must be included in your final submission for all of these tables. For a copy of the excel version, email the contact provided on the cover page of this document.

## Appendix C – Cost Response Form Exhibit 1 – Pricing – Athletic Charter Bus

For a copy of the excel version of Exhibit 1 – Pricing – Athletic Charter Bus, email the contact provided in Section 1.6. Exhibit 1 – Pricing – Athletic Charter Bus is required to be submitted in excel format. Schedule (Athletic Team Transportation): The attached schedules of requirements for Athletic team Transportation is the University’s best estimate of need based on historical travel. The number of scheduled trips and destinations will change according to league commitments. The Contract shall cover the actual needs of the University throughout the term of the contract regardless of whether they are more or less than the quantities shown.

Current Fuel Cost Per Gallon as of \_\_\_\_\_ \$ \_\_\_\_\_

Cancellation Fee: \$ \_\_\_\_\_/per

All Travel is departing from the Orono Campus. Motor Coach transportation required otherwise stated. Provided Dates are Estimated Travel Dates/Time/Location, etc. for 2026-27 Athletic Teams Schedules and are subject to change

University of Maine Fall Sports						
Date of Event(s)	Sport	Est. Max Head Count		Location	Over-night Required	Quote for 2026-2027
9/20/2025	Mens and Womens XC	41		Brunswick, ME	No	
10/09/2025 to 10/10/2025	Mens and Womens XC	41		Hopkinton, NH	Yes	
10/31/2025 to 10/31/2025	Mens and Womens XC	41		Lowell, MA	Yes	
08/09/2025 to 08/12/2025	Women Soccer	31		Boston, MA	Yes	
08/27/2025 to 03/31/2025	Women Soccer	31		Andover, MA	Yes	
09/13/2025 to 09/14/2025	Women Soccer	31		Hartford, Ct	Yes	
09/20/2025 to 09/21/2025	Women Soccer	31		Albany, NY	Yes	
10/03/2025 to 10/05/2025	Women Soccer	31		Binghamton, NY	Yes	
10/15/2025 to 10/16/2025	Women Soccer	31		Andover, MA	Yes	
11/12/2025	Women Soccer	31		To BGR	Yes	
11/4/2025	Women Soccer	32		Binghamton, NY	Yes	
8/29/2025	Football	122		To BGR to Lynchburg, VA	Yes	
8/30/2025	Football	122		Lynchburg, VA to BGR	Yes	
9/5/2025	Football	122		To BGR to Williamsburg, VA	Yes	
9/6/2026	Football	122		Williamsburg, VA to BGR	Yes	
9/19/2025	Football	122		BGR to Stateboro, GA	Yes	
9/20/2025	Football	122		Stateboro, GA to BGR	Yes	
10/3/2025	Football	122		Smithfield, RI	Yes	
10/10/2025 to 10/11/2025	Football	122		North Andover, NH	Yes	
11/7/2025	Football	122		BGR to Hampton, VA	Yes	
11/8/2025	Football	122		Hampton, VA to BGR	Yes	
11/21/2025 to 11/22/2025	Football	122		Durham, NH	Yes	
08/14/2025 to 08/16/2025	Field Hockey	25		Boston and Amherst, MA	Yes	
09/11/2025 to 09/12/2025	Field Hockey	25		Hanover, NH	Yes	
10/02/2025 to 10/05/2025	Field Hockey	25		Albany, NY and Providence, RI	Yes	
10/09/2025 to 10/10/2025	Field Hockey	25		Durham, NH	Yes	
10/25/2025 to 10/26/2025	Field Hockey	25		Worcester, MA	Yes	
10/29/2025 to 10/30/2025	Field Hockey	25		Burlington, VT	Yes	
11/1/2025	Field Hockey	25		Lowell, MA	Yes	

University of Maine Winter Sports						
Date of Event(s)	Sport	Est. Max Head Count		Location	Over-night Required	Quote for 2026-2027
10/1/2025	WIH	34		To BGR - Wisconsin	yes	
10/5/2025	WIH	34		From Wisconsin to BGR pick up	yes	
10/30/2025 to 1/11/2025	WIH	34		Providence, RI	yes	
11/13/2025 to 11/15/2025	WIH	34		Worcester, MA	yes	
11/27/2025 to 11/29/2025	WIH	34		Cambridge, MA	yes	
12/4/2025 to 12/6/2025	WIH	34		Durham, NH	yes	
12/30/2025	WIH	34		Portland, Me	yes	
01/15/2026 to 01/17/2026	WIH	34		Burlington, VT	yes	
01/29/2026 to 02/01/2026	WIH	34		Chestnut Hill, MA	yes	
02/04/2026 to 02/07/2026	WIH	34		Boston, MA	yes	
02/19/2026 to 02/20/2026	WIH	34		North Andover, MA	yes	
11/2/2025	MBB	21		BGR to Washington, DC	yes	
11/4/2025	MBB	21		Washington, DC to BGR	yes	
11/7/2025	MBB	21		BGR to Stony Brook, NY	yes	
11/11/2025	MBB	21		Stonny Brook, NY back to BGR	yes	
11/18/2025	MBB	21		Andover, MA	yes	
11/27/2025	MBB	21		To Portland Jetport to Washington, DC	yes	
11/27/2025	MBB	21		Orono to BGR	yes	
12/2/2025	MBB	21		Orono to BGR	yes	
12/6/2025	MBB	21		Orono to PWM	yes	
12/9/2025	MBB	21		Boston, MA	yes	
12/20/2025	MBB	21		To BGR	yes	
12/21/2025	MBB	21		To Orono	yes	
10/29/2025	MBB	21		Bangor ME Cross Center	no	
10/25/2025	MBB	21		to Portland, ME	no	
1/7/2026	MBB	21		To BGR	yes	
1/10/2026	MBB	21		BGR to Orono, ME	yes	
1/14/2026	MBB	21		Burlington, VT	yes	
1/30/2026	MBB	21		Lowell, MA	yes	
2/6/2026	MBB	21		Providence, RI	yes	
2/20/2026	MBB	21		Portsmouth, NH	yes	
2/25/2026	MBB	21		Albany, NY and Binghamton, NY	yes	
11/14/2025	WBB	20		Pick Up at BGR	yes	
11/21/2025	WBB	20		Providence, RI	yes	
12/11/2025 to 12/14/2025	WBB	20		Fairfield, CT	yes	
12/20/2025 to 12/21/2025	WBB	20		Boston, MA	yes	
12/31/2025 to 1/3/2026	WBB	20		Lowell, MA	yes	
01/16/2026 to 1/17/2026	WBB	20		Durham, NH	yes	
02/04/2026 to 02/05/2026	WBB	20		Burlington, VT	yes	
12/05/2025 to 12/06/2025	W/M Indoor Track	94		Boston, MA	yes	
1/10/2026	W/M Indoor Track	94		Hanover, NH	yes	
1/29/2026	W/M Indoor Track	94		Boston, MA	yes	
Feb 6,7,8/2026	W/M Indoor Track	94		Boston, MA	yes	
02/19/2025 to 02/21/2026	W/M Indoor Track	94		Boston, MA	yes	
01/23/2026 to 01/24/2026	W/M Indoor Track	94		Boston, MA	yes	
1/30/2026 1 day	W/M Indoor Track	94		Boston, MA	yes	
10/3/2025	MIH	36		Brunswick, ME	no	
10/16/2025 to 10/18/2025	MIH	36		Hamden, CT	yes	
11/05/2025 to 11/7/2025	MIH	36		Amherst, MA	yes	
11/20/2025 to 11/22/2025	MIH	36		Chestnut Hill, MA	yes	
12/09/2025 to 12/10/2025	MIH	36		Lowell, MA	yes	
12/30/2025	MIH	36		TO BGR to Denver, CO	yes	
01/08/2026 to 01/20/2026	MIH	36		Providence, RI	yes	
01/22/2026 to 01/24/2026	MIH	36		Lowell, MA	yes	
02/05/2026 to 02/06/2026	MIH	36		Boston, MA	yes	
02/26/2026 to 2/28/2026	MIH	36		Boston, MA	yes	
03/06/2026 to 03/07/2026	MIH	36		Burlington, VT	yes	
11/19/2025 to 11/23/2025	W/M Swim	60		Kingston, RI	yes	
12/05/2025 to 12/06/2025	W/M Swim	60		Waterville, ME	yes	
1/15/2026	W/M Swim	60		Pick up at Logan Airport	yes	
2/16/2026	W/M Swim	60		Portland, ME drop off	no	
2/22/2026	W/M Swim	60		Portland, ME pickup	no	
12/6/2025	Fan Bus	40		Machias to Orono	No	
2/22/2026	Fan Bus	40		Machias to Orono	No	

University of Maine Spring Sports						
Date of Event(s)	Sport	Est. Max Head Count		Location	Over-night Required	Quote for 2026-2027
10/4/2025	Softball	29		Boston, MA	Yes	
2/5/2026	Softball	29		Drop off BRG	Yes	
2/8/2026	Softball	29		Pick up BGR	Yes	
2/12/2026	Softball	29		Drop off BGR	Yes	
2/15/2026	Softball	29		Pick up BGR	Yes	
2/19/2026	Softball	29		Drop pff Portland, ME	Yes	
2/22/2026	Softball	29		Pick Up Portland, ME	Yes	
3/5/2026	Softball	29		Drop off Portland, ME	Yes	
3/8/2026	Softball	29		Pick up Portland, ME	Yes	
3/11/2026	Softball	29		North Andover, MA	Yes	
3/16/2026	Softball	29		Lowell, MA and NJ	Yes	
3/25/2026	Softball	29		Easton, MA	Yes	
04/01/2026 to 04/05/2026	Softball	29		Fairfield, CT and Baltimore, MD	Yes	
04/24/2026 to 04/26/2026	Softball	29		Smithfield, RI	Yes	
04/17/2026 to 04/19/2026	Softball	29		Binghamton, NY	Yes	
2/11/2026	Baseball	46		To BGR	Yes	
2/15/2026	Baseball	46		To Orono from Portland, ME	Yes	
2/19/2026	Baseball	46		To BGR	Yes	
2/23/2026	Baseball	46		to Portland, ME	Yes	
2/26/2026	Baseball	46		To BGR	Yes	
3/1/2026	Baseball	46		to Orono from Portland, Me	Yes	
3/5/2026	Baseball	46		To Portland, ME	Yes	
3/8/2026	Baseball	46		Portland, ME to Orono	Yes	
3/12/2026	Baseball	46		To Logan international Airport	Yes	
3/22/2026	Baseball	46		BGR to Orono	Yes	
3/31/2026	Baseball	46		Chestnut Hill, MA	Yes	
04/11/2026 to 04/12/2026	Baseball	46		Boston, MA	Yes	
04/16/2026 to 04/19/2026	Baseball	46		Newark, NJ	Yes	
4/21/2026	Baseball	46		Chestnut, Hill	Yes	
04/29/2026 to 05/03/2026	Baseball	46		Binghamton, NY and Portland, ME	Yes	
05/07/2026 to 05/10/2026	Baseball	46		Lowell, MA	Yes	
05/18/2026 to 05/24/2026	Baseball	46		Binghamton, NY	Yes	
03/27/2026 to 03/29/2026	W/M Outdoor Track	94		Monmouth, NJ	Yes	
4/9/2026 to 04/11/2026	W/M Outdoor Track	94		Providence, RI	Yes	
04/10/2026 to 04/11/2026	W/M Outdoor Track	94		Amherst, MA	Yes	
04/18/2026 to 04/19/2026	W/M Outdoor Track	94		Worcester, MA	Yes	
04/22/2026 to 04/26/2026	W/M Outdoor Track	94		Philadelphia, PA	Yes	
05/08/2026 to 05/10/2026	W/M Outdoor Track	94		Lowell, MA	Yes	

**University of Maine at Farmington- Fall, Winter and Spring**

All Travel is departing from the University Campus. Motor Coach transportation required otherwise stated. Provided Dates are Estimated Travel Dates/Time/Location, etc. for the 2025-26 Athletic Teams Schedules

Date of Event(s)	Date of Travel	Sport	Est. Max Head Count	Destination College/University	Location	Over-night Required	Quote for 2026-27
<b>Fall</b>							
8/29/2025-8/30/2025	8/29/2025-8/30/2025	Field Hockey	30	Smith	Northhampton, MA	Yes	
8/31/2025	8/31/2025	Men's Soccer	30	Nichols	Dudley, MA	No	
9/05/2025-9/06/2025	9/05/2025-9/06/2025	Field Hockey	30	Bridgewater St/Anna Maria	Bridgewater/Paxton, MA	Yes	
9/8/2025	9/8/2025	Men's Soccer	30	Lasell	Newton, MA	No	
9/13/2025	9/13/2026	Women's Soccer	25	Wellsley	Wellesley, MA	No	
9/13/2025	9/12/2025 - 9/13/2025	Field Hockey	30	Elms College	Chicopee, MA	Yes	
9/18/2025	9/18/2025	Field Hockey	30	Regis	Weston, MA	No	
9/20/2025	9/20/2025	M/W Soccer	55	UMPI	Presque Isle, ME	No	
9/20/2025	9/20/2025	M/W Cross Country	24	Bowdoin	Brunswick, ME	No	
9/27/2025	9/26/2025-9/27/2025	Field Hockey	30	Eastern CT State	Windham, CT	Yes	
10/04/2025-10/05/2025	10/04/2025-10/05/2025	Field Hockey	30	Colby-Sawyer/New England College	New London, NH/Henniker, NH	YES	
10/4/2025	10/4/2025	Baseball	40	UMA	Augusta, ME	No	
10/4/2025	10/4/2025	M/W Cross Country	24	Husson	Bangor, ME	No	
10/7/2025	10/7/2025	Field Hockey	30	Southern Maine	Gorham, ME	No	
10/11/2025-10/12/2025	10/9/2025-10/12/2025	Golf		SUNY-Cobleskill	Cobleskill, NY	Yes	
10/8/2025	10/8/2025	Women's Soccer	25	Southern Maine	Gorham, ME	No	
10/11/2025	10/11/2025	M/W Soccer	55	Lesley	Lexington, MA	No	
10/11/2025	10/10/2025-10/11/2025	M/W Cross Country	24	Westfield	Westfield, MA	Yes	
10/18/2025	10/18/2025	M/W Soccer	55	Husson	Bangor, ME	No	
10/18/2025	10/18/2025	Field Hockey	30	Husson	Bangor, ME	No	
10/25/2025 - 10/26/2025	10/25/2025 - 10/26/2025	M/W Soccer	55	Johnson/Castleton	Johnson/Castleton, VT	YES	
11/1/2025	11/1/2025	M/W Cross Country	24	Husson(NAC Championship)	Bangor, ME	No	

**Post Season Dates Are Below - Most Sites Are To Be Determined (Maine, Mass & New Hampshire, New York)**

Fall Sport NAC/NCAA Regional Post Season Possibilities - Teams?

10/29/25	TBA	Men's Soccer	30	Maine Maritime	Castine, ME	no	
10/29/25	10/30/25	Women's Soccer	30	UVM Johnson	Johnson, VT	yes	
11/1/25	TBA	Women's Soccer	30	Lesley	Lexington, MA	yes	
11/8/25	11/8/25	Women's Soccer	30	TBA	TBA	TBA	
TBA	TBA	Field Hockey	30	TBA	TBA	TBA	
TBA	TBA	Field Hockey	30	TBA	TBA	TBA	

**Winter**

11/14/2025-11/15/2025	11/14/2025-11/15/2025	Men's Basketball	25	Castleton	Castleton, VT	YES	
11/15/2025-11/16/2025	11/15/2025-11/16/2025	Women's Basketball	25	Castleton	Castleton, VT	YES	
12/5/2025	12/5/2025	MW Track and Field	40	Colby	Waterville, ME	No	
12/6/2025	12/6/2025	MW Basketball	50	Lesley	Lexington, MA	No	
12/10/2025	12/10/2025	MW Basketball	50	USM	Gorham, ME	No	
12/13/25	12/13/25	MW Track and Field	40	USM	Gorham, ME	No	
1/10/2026	1/10/2026	MW Basketball	50	Maine Maritime	Castine, ME	No	
1/16/2026	1/16/2026	MW Track and Field	40	Bates	Lewiston, ME	No	
1/16/2026	1/15/2026 -1/15/2026	Snowsports	20	Cannon Mountain	Franconia, NH	YES	
1/16/2026-1/17/2026	1/15/2026-1/17/2026	MW Basketball	50	SUNY - Delhi/Cobleskill	Delhi, Cobleskill, NY	YES	
1/23/2026-1/24/2026	1/23/2026-1/24/2026	MW Basketball	50	Husson/UMPI	Bangor/Presque Isle, ME	YES	
1/24/2026-1/25/2026	1/24/2026-1/25/2026	Snowsports	20	Pleasant Mountain	Bridgton, ME	YES	
1/28/2026	1/28/2026	MW Track and Field	40	Colby	Waterville, ME	No	
2/6/2026-2/7/2026	2/6/2026-2/7/2026	MW Basketball	50	Johnson/Lyndon	Johnson/Lyndon VT	No	
2/7/2026	2/7/2026	MW Track and Field	40	Bates	Lewiston, ME	No	
2/13/2026	2/13/2026	MW Track and Field	40	Bowdoin	Brunswick, ME	No	

Post Season Dates Are Below - Most Sites Are To Be Determined (Maine, Mass & New Hampshire, New York)						
Winter Sport NAC/NCAA Regional Post Season Possibilities - Teams?						
2/18/2026	TBA	Men's Basketball	25	TBD	TBD	TBD
2/18/2026	TBA	Women's Basketball	25	TBD	TBD	TBD
2/22/2026	TBA	Men' Basketball	25	TBD	TBD	TBD
2/22/2026	2/22/2026	Women's Basketball	25	Husson	Bangor, ME	TBD
2/28/2026	TBA	Men's Basketball	25	TBD	TBD	TBD
2/28/2026	2/28/2026	Women's Basketball	25	Maine Maritime	Castine, ME	TBD
Date of Event(s)	Date of Travel	Sport	Est.	Destination College/Universit	Location	TBD
<b>Spring</b>						
TBA	TBA	TBA	40	PWM(Portland)	Portland, ME	No
3/12	3/12	Baseball	40	BOS(Boston)	Boston, MA	No
3/13	3/13	Softball	40	MHT(Manchester)	Manchester, NH	No
2/28/2026	2/28/2026	W Lacrosse	22	Wellesley	Wellesley, MA	No
2/28/2026	2/28/2026	Baseball	40	Colby	Waterville, ME	No
3/5/2026	3/5/2026	Baseball	40	Bates	Lewiston, ME	No
3/12/2026	3/12/2026	Baseball	35	Boston Logan to UMF	Boston Logan to UMF	No
3/12/2026	3/12/2026	W Lacrosse	20	Dean College	Franklin, MA	No
3/20	3/20	Softball	30	MHT to UMF	MHT to UMF	No
3/14/2026	3/14/2026	W Lacrosse	20	Southern Maine	Gorham, ME	No
3/18/2026 - 03/19/2026	3/18/2026 - 03/19/2026	W Lacrosse	20	New England College/Mitchell	Henniker, NH/New London, CT	No
3/19	3/19	Baseball	35	Boston Logan to UMF	Boston Logan to UMF	No
3/20	3/20	Softball	30	MHT to UMF	MHT to UMF	No
03/28/2026-03/29/2026	03/28/2026-03/29/2026	Baseball	40	Lesley	Lexington, MA	Yes
3/28/2026	3/28/2026	M/W Track and Field	40	SNHU	Manchester, NH	No
3/28/2026	3/28/2026	W Lacrosse	24	Maine Maritime	Castine, ME	No
3/29/2026	3/29/2026	Softball	26	Salem State	Salem, MA	YES
4/1/2026	4/1/2026	W Lacrosse	22	Salem State	Salem, MA or Neutral Site	No
4/1/2026	4/1/2026	Softball	26	Colby	Waterville, ME	No
4/2/2026	4/2/2026	Baseball	40	Southern Maine	Gorham, ME	No
04/03/2026-04/04/2026	04/03/2026-04/04/2026	Softball	26	Lasell/Lesley	Auburndale/Lexington, MA	Yes
4/4/2026	04/03/26 - 04/04/2026	M/W Track and Field	40	Springfield	Springfield, MA	YES
4/8/2026	4/6/2026	Softball	26	Univ. of New England	Biddeford, ME	No
4/10/2026	4/10/2026	M/W Track and Field	40	St. Joseph's(ME)	Standish, ME	No
4/11/2026 - 4/12/2026	4/11/2026 - 4/12/2026	Softball	26	NY Schools(Orono, ME)	Orono, ME	YES
4/11/2026-4/12/2026	4/11/2026-4/12/2026	Baseball	40	UMPI(Orono)	Orono, ME	Yes
4/11/2026	4/11/2026	W Lacrosse	24	Husson	Bangor, ME	No
4/16/2026	4/16/2026	Softball	26	St. Joseph's(ME)	Standish, ME	No
4/17/2026	4/17/2026	M/W Track and Field	40	Bates College	Lewiston, ME	No
4/18/2026 - 4/19/2026	4/18/2026 - 4/19/2026	Baseball	40	Cobelskill(Orono)	Orono, ME	Yes
04/25/2026-04/26/2026	04/25/2026-04/26/2026	Softball	26	Lyndon/Johson	Lyndonville/Johnson, VT	Yes
04/25/2026 - 4/26/2026	04/25/2026 - 4/26/2026	Baseball	40	Husson	Bangor, ME	No
4/25/2026	4/25/2026	M/W Track and Field	40	Orono	Orono, ME	No
5/2/2026 - 5/3/2026	5/2/2026 - 5/3/2026	Baseball	40	Lyndon	Lyndonville, VT	Yes
Spring Sport NAC/NCAA Regional Post Season Possibilities - Teams?						
5/7/2026 -5/10/2026	TBA	Baseball	40	NAC EAST	TBA	YES
5/7/2026-5/9/2026	TBA	Softball	28	TBA	TBA	YES
5/2/2026	TBA	Lacrosse	22	TBA	TBA	NO

## SECTION 3

### Appendix D1 – Evaluation Question(s) – Master Agreement

*This portion of the RFP contains special terms and conditions which will govern the resulting agreement, many of which are stated in RFP Section 1.2, with more detail in RFP Appendix D. Please indicate your acceptance for each special term by "X" in the Agree or Disagree column.*

*Should you take exception to any of these special terms and conditions you are required to note your exception directly below each of the respective terms in question. It should be noted that any exceptions may result in the disqualification of your proposal, lack of providing the required response or indicating terms will be negotiated post award will result in a zero (0) score for the Master Agreement evaluation criteria in RFP Section 2.1.1.*

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 2 Requirement: Term</b>				
	Term	This Agreement shall commence on _____ and shall terminate on _____, unless terminated earlier as provided in this Contract with option for additional renewals upon the parties' mutual written agreement.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 4 Requirement: Termination</b>				
	Termination	The <b>Agreement or a Services Engagement (Rider D)</b> may be terminated by the University in whole, or in part, whenever for any reason the University shall determine that such termination is in the best interest of the University. Any such termination shall be affected by delivery to the Agreement or of a Notice of Termination specifying the extent to which performance of the Agreement is terminated and the date on which such termination becomes effective. The University shall pay all allowable costs incurred up to the effective date of termination. However, the Agreement or shall not be reimbursed for any costs incurred after the effective date of termination.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 5 Requirement:</b> Obligations Upon Termination				
	Obligations Upon Termination	Any materials produced in performance of this agreement are the property of the University and shall be turned over to the University upon request. The University shall pay the Agreement or for all services performed to the effective date of termination subject to offset of sums owed by the Agreement or to the University.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
<b>Section 6 Requirement:</b> Agree to termination language that excludes option for termination for reasons of non-appropriation.				
	Non-Appropriation	Notwithstanding any other provision of this Agreement, if the University is not appropriated sufficient funds to pay for the work to be performed under this Agreement or if funds are de-appropriated, then the University is not obligated to make payment under this Agreement.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 8 Requirement:</b> Modification				
	Modification	This Agreement may be modified or amended only in a writing signed by both parties.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 10 Requirement:</b> Applicable Law				
	Applicable Law	This Agreement shall be governed and interpreted according to the laws of the State of Maine		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 13 Requirement:</b> Indemnification				
	Indemnification	<p>The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Contract or based on any libelous or other unlawful matter contained in such data.</p> <p>This Agreement shall be governed and interpreted according to the laws of the State of Maine. This includes Maine Tort Claims Act (14 M.R.S.A. '8101, et seq.).</p>		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 17 Requirement:</b> Entire Agreement				
	Entire Agreement	<p>This Agreement sets forth the entire agreement between the parties on the subject matter hereof and replaces and supersedes all prior agreements on the subject, whether oral or written, express or implied. This Agreement is the entire agreement between the University (including University's employees and other End Users) and Contractor. In the event that Contractor enters into terms of use agreements or other agreements, policies or understandings, whether on Contractor's purchase order, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Contract shall apply. University will not be bound to any other terms and conditions set forth in any documents, agreements or policies posted on Contractor's website unless such terms and conditions are set forth in this Agreement. Contractor may not unilaterally change any term or condition of this Agreement.</p>		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 21 Requirement: Confidentiality</b>				
	Confidentiality	The Agreement or shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University. The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of agreement, a respondent must accept that, to the extent required by the Maine FOAA, any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Requirement: Rider B Insurance Requirements</b>				
Respondent Exception:				

## SECTION 4

### Appendix E – Organization Reference Form

**Respondent's Organization Name:** \_\_\_\_\_

**INSTRUCTIONS:** Provide a minimum of three (3) current professional references who may be contacted for verification of the Respondent's professional qualifications to meet the requirements set forth herein. We strongly prefer references from higher education institutions similar in size and requirements to the University of Maine System, including those with multi-campus integrated solutions.

We request that the references include one long-standing customer (minimum of 3 year engagement) and one new customer (one who has been engaged with Respondent for less than one year).

REFERENCE #1	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #2	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #3	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #4	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

1. Please indicate if your company either self identifies or holds certification as a LGBTQ+ BE, MBE, SDVBE, SBE, veteran-owned, service-disabled veteran-owned, HUBZone, small disadvantaged business, women-owned, minority-owned, WBE, VBE etc. If appropriate, please indicate if you hold a certification. If certified, prior to an award the University may request a copy of the certification from your company.

## Appendix F – Evaluation Question(s) - Organization, Qualifications and Experience

Respondent's Organization Name: \_\_\_\_\_

**INSTRUCTIONS:** Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

### Evaluation Question(s)

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
2. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
3. Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.
4. Describe your experience offering a solution for the requirements identified in this document within higher education. Provide a client list that includes any and all higher education clients.
5. Provide a statement that explains why your company would be most qualified to provide products and services to the University of Maine System and Maine Community College System. What differentiates you from your competitors? In the response the Respondent must demonstrate that they are a recognized leader in the services and/or products covered in this document.
6. Describe in detail your company's standards for driver selection, to include: Licensure and certification (to include ADA training certification) requirements, employee background checks, and meeting the physical requirements as set forth by the United States Department of Transportation's Federal Motor Carrier safety Standards for local zone operations.
7. Describe the general condition of your charter fleet and more specifically the make, model, and year of buses that will be utilized in the Proposal. Include passenger capacity, features, amenities available, maintenance, and average age of the bus. Description of amenities available shall include, but not limited to, restrooms, DVD players, Wifi, satellite TV, music system, wireless routers, auxiliary power outlets, on board and external storage areas, extra leg room, reclining seats, etc. Description should only depict actual vehicles provided to the University.
8. Describe how your company ensures that all drivers remain properly licensed and certified to operate your company's transit equipment.
9. Describe any special requirements for drivers such as; driving hours, required rest/break periods, mileage limits and lodging requirements etc.

10. The Respondent shall a list of proposed drivers along with their number of licensed years in service and dates CDL class B license was issued.
11. Describe how your company addresses a request by the University for driver reassignment.
12. Describe your company's capabilities to satisfy the characteristics and requirement of the RFP, to including the types of groups for which your company typically provides charter bus service (i.e., athletic teams, tourist, etc.), your ability to provide / perform charter bus services for other University departments and campuses upon request.
13. Describe in detail your company's contingency plan in the event of emergencies. Contingency plan must be detained and include specific protocol. Include your company's course of action for mechanical breakdowns, vehicle/equipment malfunctions, replacement buses and backup drivers for local and long-distance trips.
14. Provide a listing of company projects / customers similar in size and scope to the services described in the RFP, both current and past customers. This list must include the name, address, telephone and email address of the client contract administrator. If applicable, please list examples of services rendered in the State of Maine, particularly with institutions of higher learning.
15. Describe your process for incident reporting.
16. Describe your organizational drug free program including frequency of random testing, etc.
17. Provide your company's Worker's Compensation Experience Modification Rate (EMR) for the past three (3) years.
18. **Financial Stability**  
The Respondent shall provide with the response proof of financial stability in the form of audited financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to enable the Respondent to be capable of meeting the requirements of this document.