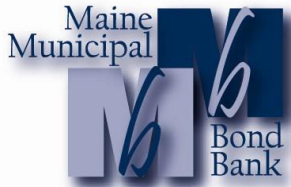


The MAINE MUNICIPAL BOND BANK
 seeks proposals for
IT Managed Services
 for the
MAINE MUNICIPAL BOND BANK,
the MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES
AUTHORITY, and the MAINE GOVERNMENTAL FACILITIES AUTHORITY



IT Managed Services
Request for Proposals

RFP Coordinator	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p>Name: Cindy Roy Title: Program Assistant Contact Information: CLR@mmbb.com</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be received by the RFP Coordinator identified above by:</i></p> <p>Date: 3/12/2020, no later than 4:00 p.m. EST Answers will be posted on WWW.MMBB.COM on 3/20/2000</p>
Proposal Submission	<p><i>Proposals <u>must</u> be received by the Maine Municipal Bond Bank by:</i></p> <p>Submission Deadline: 4/3/2020, no later than 4:00 p.m. EST Submission Physical Address: Maine Municipal Bond Bank, 127 Community Dr. Augusta, ME 04330 Submission Postal Address: Maine Municipal Bond Bank, PO Box 2268, Augusta, ME 04338-2268 Electronic (email) Submission Address: CLR@mmbb.com</p>

PUBLIC NOTICE

**Maine Municipal Bond Bank
Maine Health and Higher Educational Facilities
Authority Maine Governmental Facilities Authority**

**Request for proposals:
IT Managed Services**

The Maine Municipal Bond Bank is seeking to contract for IT Managed Services. The Maine Municipal Bond Bank will contract with the successful bidder to provide services to all three Authorities as described in the detailed Request for Proposals (RFP).

A copy of the RFP, as well as the Questions & Answers Summary and all amendments related to this RFP, can be found here: www.mmbb.com. A copy may also be obtained by sending an email request to the RFP Coordinator, Cindy Roy (CLR@mmbb.com).

Proposals are to be submitted to the Maine Municipal Bond Bank at 127 Community Drive in Augusta, Maine or via the U.S. Postal Service at P.O. Box 2268, Augusta, ME 04338-2268. Please include the original with signature and four photocopies of your proposal.

Please also provide one digital copy of your proposal to the following email address: CLR@mmbb.com. Proposal submissions must be received no later than 4:00 pm, local time, 4/3/2020. Proposals not submitted to the Maine Municipal Bond Bank by the deadline will not be considered for contract award.

PART I INTRODUCTION

A. Purpose and Background

The **Maine Municipal Bond Bank (MMBB)**, on behalf of itself, the Maine Health and Higher Educational Facilities Authority and the Maine Governmental Facilities Authority, is seeking proposals from qualified IT management vendors to provide IT managed services for the Bank's internal IT systems environment. The Bank has an IT Audit report from an engagement conducted by Baker Newman & Noyes, LLC in July 2019 with a multitude of recommendations. The successful bidder will assist MMBB staff to implement those recommendations.

This document provides instructions for submitting proposals, the procedure and criteria by which the Provider will be selected, and the contractual terms which will govern the relationship between the Maine Municipal Bond Bank and the successful Bidder.

The Maine Municipal Bond Bank seeks proposals from qualified IT managed service providers to work with the management and IT staff of the Bank to support its IT governance, system operations and control, and network administration and management.

The Bank's network environment is comprised of:

- Windows Active Directory domain with approximately 270 objects.
- 20 active users and approximately 30 active endpoints including printers and appliances.
- Two virtual machine hosts hosting eight virtual Windows servers.
- One physical Windows Server for managing and storing backups.
- One physical appliance for archiving email.
- Two SAN storage devices for virtual machine storage and lab environments.
- Two NAS storage devices for file server storage, backups, and lab environments.
- LAN and SAN backbones served by separate switch stacks.
- One WLAN controller connected to four access points.
- Two dedicated edge firewalls in a failover configuration.
- Various systems ranging in age from two to five years.

Services provided by the Bank's network include:

- File and printer services.
- Dedicated MSSQL server for the accounting system.
- Dedicated MSSQL server for in-house developed applications.
- MS Exchange server for email services.
- Anti-virus/Anti-malware client management.
- Auditing of server and active directory activity.

Cloud services used by the Bank include:

- Adobe Creative Cloud for various Adobe software products.
- Mimecast for email security and secure messaging.
- Hosted VoIP telephone service. Equipment for this service is maintained by the service provider.
- LastPass for password management.

Overview of the Bank's IT management and staff:

The Bank's Information Technology team consists of three members; a Network Administrator, Senior Programmer Analyst, and Programmer Analyst (reporting to the Senior Programmer Analyst). The Network Administrator and Senior Programmer report directly to the Executive Director. Each of the IT roles have their own daily tasks and objectives related to network and system administration. IT members are included in monthly senior staff meetings where they share details of ongoing and upcoming projects with senior staff, including the Executive Director.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the MMBB regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the MMBB's discretion.
2. Issuance of this RFP does not commit the MMBB to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the MMBB. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the MMBB will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal information of previous contract history with the Bidder (if any). MMBB also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 90 days from the date and time of the bid opening.
6. The RFP and the successful Bidder's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the MMBB.
7. Following the announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.). <http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
8. The MMBB, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

C. Eligibility to Submit Bids

All interested parties meeting the minimum qualifications outlined in this RFP are invited to submit bids. Only one award will be made as a result of this RFP process.

D. Contract Term

The MMBB is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimates and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Following the initial term of the contract, the MMBB may opt to renew the contract for an additional one (1) year period, (totaling a maximum of two (2) years and two (2) months), always at MMBB's discretion and by agreement and subject to continued availability of funding and satisfactory performance.

The provider must participate in any transition phase by providing timely response to inquiry and information requests. The Provider's contract performance period will begin upon execution of the contract. The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	5/1/2020	6/30/2021
Renewal Period #1	7/1/2021	6/30/2022

PART II SCOPE OF SERVICES TO BE PROVIDED

The following is a description of the Scope of Services and Requirements that the MMBB is requesting. Each bidder must be *currently capable* of providing the required services outlined below and therefore respond affirmatively to each item and elaborate, where requested to be considered. The MMBB has a detailed IT Audit report from an engagement completed within the past year. The goal is to secure expertise in implementing the recommendations, summarized here.

A. Advise MMBB on matters related to IT governance. This shall include services related to the following:

Information Security Officer Services	<ul style="list-style-type: none"> Collaborate with IT Steering Committee Provide independent oversight related to the information security program
Risk Assessment Development	<ul style="list-style-type: none"> Develop policies and procedures for risk assessment activities
Written Information Security Program Development	<ul style="list-style-type: none"> Develop policies and procedures relating to information security and develop a formal information security management program
Security Administration	<ul style="list-style-type: none"> Facilitate and maintain a security management program
Data Protection	<ul style="list-style-type: none"> Facilitate the development, maintenance and testing of a business continuity program
Vendor Management	<ul style="list-style-type: none"> Facilitate vendor management activities

B. Support MMBB management on matters related to system operations and control. This shall include services related to the following:

Account Administration	<ul style="list-style-type: none"> Inventory and facilitate periodic review of user accounts.
Anti-virus/Anti-malware	<ul style="list-style-type: none"> Manage anti-virus/anti-malware software or other appropriate end-point protection software
Data Backup and Recovery	<ul style="list-style-type: none"> Manage data backup configuration and management
Scheduled Processing	<ul style="list-style-type: none"> Inventory and track recurring network and system tasks
Asset Management	<ul style="list-style-type: none"> Develop and implement a device inventory management system
Change Management	<ul style="list-style-type: none"> Implement production environment object monitoring

C. Facilitate and support MMBB's IT function to address matters related to network administration and management. This shall include services related to the following:

Infrastructure Management	<ul style="list-style-type: none"> Develop and maintain network infrastructure design, network documentation, system and device hardening procedures, and endpoint control policies Facilitate and maintain virtual machines management Remediate vulnerabilities related to certificate management and web services
Network Security Protocols	<ul style="list-style-type: none"> Develop and maintain software security configurations, network and password protocols, secure routing policies
Perimeter Protection	<ul style="list-style-type: none"> Facilitate firewall configuration, administration and monitoring
Patch Management	<ul style="list-style-type: none"> Develop and maintain standards relating to patching and upgrades relating to: <ul style="list-style-type: none"> Windows servers Microsoft hotfixes SQL servers Email system General software updates Software version control Web browsers
IT Monitoring and Alerting	<ul style="list-style-type: none"> Implement and maintain system and security log configuration, administration and activity monitoring
Remote Monitoring	<ul style="list-style-type: none"> Facilitate and maintain remote access management

PART III KEY RFP EVENTS

A. RFP and Award Schedule

3/5/2020	RFP Released
3/12/2020	Questions due from bidders
3/20/2020	Answers posted on www.mmbb.com
4/3/2020	Proposals Due
4/13/2020	Award Issued
5/1/2020	Initial period of performance begins

B. 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.
- Bidders and other interested parties should use **Appendix F** – Submitted Questions Form – for submission of questions.
- The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.

- Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than 4:00 pm on 3/20/2020: www.mmbb.com.

It is the responsibility of all interested parties to go to this website to obtain a copy of the Questions & Answers Summary. Only those answers issued in writing on this website will be considered binding.

C. Amendments

All amendments released in regard to this RFP will also be posted on the following website: www.mmbb.com.

It is the responsibility of all interested parties to go to this website to obtain amendments. Only amendments posted on this website are considered binding.

D. Submitting the Proposal

- Proposals Due: Bidders are instructed to submit their proposals in two formats – one digitally via email and the other in hard copy.** All formats, hard copy and electronic, of the proposal must be received by MMBB before the deadline in order to be considered timely. Proposals received after the 4:00 p.m. deadline will be rejected without exception.

2. Delivery Instructions – Email

One copy of the proposal is to be submitted to the MMBB using the email address provided on the RFP Cover Page. The email submission must be sent **Return Receipt Requested**.

- Bidders are to insert the following into the subject line of their email submission:
“**IT - RFP Proposal Submission**”
- Emailed proposals and attachments are to be provided as .PDF documents.

3. Delivery Instructions – Hard Copies of Proposals

The official delivery site for hard copies of submissions is the Maine Municipal Bond Bank (Please refer to the RFP cover page for submission address).

- Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Postmarks are not considered and

Fax transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.

- b. The Bidder must send its hard copy proposal submission in a sealed package and must include **an original signed copy, and four (4) photocopies**, of their complete proposal. The electronic copy of the proposal must be provided via email with the complete narrative and attachments provided as .pdf files. All copies must be received by the MMBB by the deadline.
- c. Bidders' submission packages are to be clearly labeled and contain the following information:
 - Proposal submission address provided on the RFP cover page
 - The Bidder's full business name and address
 - The identifying label: IT - RFP Proposal Submission
- d. Bidder's submission package must include the following appendices:
 - Proposal Cover Page (**Appendix A**)
 - Debarment, Performance and Non-Collusion Certification (**Appendix B**)
 - Qualifications and Experience (**Appendix C** and all related/required attachments)
 - References (**Appendix D** and all related/required attachments)
 - Cost Proposal Form (**Appendix E** and all related/required attachments)

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering, section, and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. MMBB, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The MMBB seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. All pages of a Bidder's proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including attachments. Each attachment must reference the section or subsection number to which it corresponds.
2. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
3. All electronic documents should be formatted for printing.
4. The Bidder may not 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.
5. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the MMBB's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
7. The Bidder should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
8. The Bidder should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the MMBB.

B. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

The Bidder is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to include three (3) examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills. Please provide the names of personnel at your firm (along with their years of relevant experience) who will be responsible for providing or coordinating the delivery of services outlined in this RFP.

2. References

The Bidder is to complete **Appendix D** (References). Provide at least five (5) references, three (3) from current clients and two (2) from former clients, all of similar IT environment (size and structure) to the MMBB, to which similar services were provided. MMBB reserves the right to require additional references from the Provider or to obtain additional references from other sources.

3. Organizational Chart

Provide an organizational chart of the Bidder's organization. Outline how many employees the bidder has in each functional area involved in providing this service. List names, titles, and provide brief biographies of relationship management contacts and senior management. Describe the relationship management team that will service the account, as well as their functional responsibilities.

4. Licensure/Certification/Capabilities

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

5. Certificate of Insurance

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.

Section II Proposed Services**1. Scope of Services to be Provided**

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will provide. Describe the methods and resources that will be used to accomplish the tasks involved. Also, describe how goals and desired outcomes will be achieved.

2. Requirements - Discuss each requirement outlined in Part II, sections A-C, as applicable to your bid. Indicate how your organization will meet each requirement. Where appropriate, additional information may be provided that will allow MMBB a better understanding of your capabilities or expertise in that area.**3. Additional Information** – Discuss each listed below.

- a. Describe why MMBB should feel confident in the firm's ability to provide the full scope of services listed in Part II throughout the contract term.
- b. What is the firm's policy and practice regarding disclosure of actual or potential conflicts of interest, or appearances of actual or potential conflicts of interest, as such exist, or from time to time, may occur?
- c. Has your firm, its principals, any primary employees, or any affiliate ever been involved in litigation or other legal proceeding or government investigation involving fraud, negligence, criminal activity or breach of fiduciary duty relating to service provided to any clients? If yes, please provide details.
- d. Has your firm experienced a data breach? If so, when did it occur and how was it handled? Has your firm experienced more than one data breach?
- e. Briefly describe any currently pending claims or litigation involving your firm. Describe any claims anticipated at this time.
- f. Is it the firm's policy to impose any limitation on liability through your contract with clients? If yes, please describe.
- g. Briefly describe your firm's disaster recovery plan, in particular as it relates to the proposed services.
- h. Explain how the team dedicated to the MMBB would function. Be sure to identify who will be the primary consultant, who will serve as the back-up consultant in situations when the primary consultant could not attend a meeting, and who will perform support work for this project.
- i. How many clients has your firm gained in the last 24 months? How many clients has the firm lost in the last 24 months and why?
- j. What services and subscriptions does your firm provide, if any? Also, please describe any services offered and included in your proposal that were not specifically requested in Part II.

- k. What training, educational and informational programs do you offer to your IT management clients? Please include specific information on cost if these would not be included in the contract.

Section III Cost Proposal

1. Cost Proposal Form Instructions

The Bidder should fill out Appendix E (Cost Proposal Form), following the instructions detailed here and in the form. Be sure to describe your organization's applicable fee schedule, including your best estimate of the range in which your total costs are likely to end up for the periods indicated.

- The Bidder must submit a Cost Proposal Form (**Appendix E**) that covers the *entire period of the initial contract*. Please use the expected "Initial Period of Performance" dates stated in PART I, D.
- The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with MMBB 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.

PART V PROPOSAL EVALUATION AND SELECTION

A. Evaluation Process - General Information

- An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial impact considerations (where applicable) for the MMBB.
- Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who can meet 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 MMBB.
- The MMBB 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 MMBB may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

- 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. Organization Qualifications, Experience and References (30 points)

Includes all elements addressed above in Part IV, B, Section I as well as References provided in **Appendix D**.

Section II. Proposed Services (40 points)

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

Section III. Cost Proposal (30 points)

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

- Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I and II above.
- Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 30 = \text{pro-rated score}$$

No Best and Final Offers: The MMBB will not seek 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.

- 4. Negotiations:** The MMBB reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature, or requirements of the Request for Proposals to an extent that may affect the price of goods or services requested. The MMBB reserves the right to terminate contract negotiations with a selected 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 MMBB may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the MMBB may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the MMBB subject to approval by the Executive Director of the MMBB.
2. Notification of contractor selection or non-selection will be made in writing by the MMBB.
3. Issuance of this RFP in no way constitutes a commitment by the MMBB to award a contract, to pay costs incurred in the preparation of a response to this request, 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 MMBB reserves the right to reject any and all proposals.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the MMBB. The appeal must be in writing and filed with the MMBB via email to clr@mmbb.com or sent to MMBB, P.O. Box 2268, Augusta, ME 04338-2268 within seven (7) calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

- A. The successful Bidder will be required to execute a contract to become effective 15 days after the award is announced, assuming no appeal has been filed.
- B. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the MMBB Board. Contracts are not considered fully executed and valid until approved by the MMBB Board 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.

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

- C. The MMBB 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 MMBB. Any appeals to award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
- D. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the MMBB.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

- 1. Appendix A – Proposal Cover Page
- 2. Appendix B – Debarment, Performance and Non-Collusion Certification
- 3. Appendix C – Qualifications and Experience Form
- 4. Appendix D – References
- 5. Appendix E – Cost Proposal Form
- 6. Appendix F – Submitted Question Form

APPENDIX A

**Maine Municipal Bond Bank
PROPOSAL COVER PAGE
IT Managed Services**

Bidder's Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
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 90 days from the date and time of the bid opening.
- No personnel currently employed by the MMBB 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 agreement with the MMBB should they be 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

**Maine Municipal Bond Bank
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
IT Managed Services**

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:

- 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 Bidder's proposal, at the discretion of the MMBB.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

Maine Municipal Bond Bank
QUALIFICATIONS & EXPERIENCE FORM
IT Managed Services

Bidder's Organization Name:

--

Present a brief statement of qualifications, including any applicable licensure and/or certification. 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.

--

Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed to perform the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the MMBB, 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

Maine Municipal Bond Bank
REFERENCES
 IT Managed Services

Provide at least five (5) references, three (3) from current clients and two (2) from former clients, all of similar IT environment (size and structure) to the MMBB, for which similar services were provided. List must include the following information for each reference:

- Entity name and contract manager with current contact information;
- Start and end dates of services provided;
- List of services provided in comparison to those sought through this RFP; and
- Reason for termination of services, if applicable.

MMBB reserves the right to require additional references from the Provider or to obtain additional references from other sources.

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

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

APPENDIX D
(continued)

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

Reference Four	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Reference Five	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX E

Maine Municipal Bond Bank
COST PROPOSAL FORM
 IT Managed Services

Please use the spaces below to describe your organization’s applicable fee schedule, including your best estimate of the range in which your total costs are likely to end up for the periods indicated.

Bidder’s Organization Name:	
Proposed Cost: <i>(The amount entered here should represent the proposed cost for May 2020 through June 2021)</i>	\$
Potential 12 month extension (July 2021 – June 2022)	\$

