

# REQUEST FOR PROPOSALS



**RFP# 2023-01**

## **Legal and Consulting Services for Creation of Nonprofit Organization**

<b>RFP Coordinator</b>	<p><i>All communication regarding the RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p><b><u>Name:</u></b> Wade Merritt <b><u>Title:</u></b> President <b><u>Contact Information:</u></b> <a href="mailto:rfp@mitc.com">rfp@mitc.com</a></p>
<b>Submitted Questions Due</b>	<p><i>All questions <u>must</u> be received by the RFP Coordinator identified above by:</i></p> <p><b><u>Date:</u></b> <b>October 25, 2023</b>, no later than 11:59 pm ET.</p>
<b>Proposal Submission</b>	<p><i>Proposals <u>must</u> be received by the Maine International Trade Center by:</i></p> <p><b><u>Submission Deadline:</u></b> <b>November 3, 2023</b>, no later than 11:59 pm ET. <i>Proposals <u>must</u> be submitted electronically to the following address:</i></p> <p><b><u>Electronic (e-mail) Submission Address:</u></b> <a href="mailto:rfp@mitc.com">rfp@mitc.com</a></p>

## TABLE OF CONTENTS

	Page
<b>PUBLIC NOTICE</b>	<b>3</b>
<b>RFP DEFINITIONS/ACRONYMS</b>	<b>4</b>
<b>PART I INTRODUCTION</b>	<b>5</b>
<b>A. PURPOSE AND BACKGROUND</b>	
<b>B. GENERAL PROVISIONS</b>	
<b>C. ELIGIBILITY TO SUBMIT BIDS</b>	
<b>D. CONTRACT TERMS</b>	
<b>E. NUMBER OF AWARDS</b>	
<b>PART II SCOPE OF SERVICES TO BE PROVIDED</b>	<b>7</b>
<b>PART III KEY RFP EVENTS</b>	<b>8</b>
<b>A. BIDDERS' CONFERENCE</b>	
<b>B. QUESTIONS</b>	
<b>C. AMENDMENTS</b>	
<b>D. SUBMITTING THE PROPOSAL</b>	
<b>PART IV PROPOSAL SUBMISSION REQUIREMENTS</b>	<b>10</b>
<b>PART V PROPOSAL EVALUATION AND SELECTION</b>	<b>12</b>
<b>A. EVALUATION PROCESS – GENERAL INFORMATION</b>	
<b>B. SCORING WEIGHTS AND PROCESS</b>	
<b>C. SELECTION AND AWARD</b>	
<b>D. APPEAL OF CONTRACT AWARDS</b>	
<b>PART VI CONTRACT ADMINISTRATION AND CONDITIONS</b>	<b>14</b>
<b>A. CONTRACT DOCUMENT</b>	
<b>B. STANDARD STATE CONTRACT PROVISIONS</b>	
<b>PART VII RFP APPENDICES AND RELATED DOCUMENTS</b>	<b>15</b>
<b>APPENDIX A – PROPOSAL COVER PAGE</b>	
<b>APPENDIX B – DEBARMENT, PERFORMANCE, and         NON-COLLUSION CERTIFICATION</b>	
<b>APPENDIX C – QUALIFICATIONS and EXPERIENCE FORM</b>	
<b>APPENDIX D – COST PROPOSAL FORM</b>	
<b>APPENDIX E – SUBMITTED QUESTIONS FORM</b>	

**PUBLIC NOTICE**

\*\*\*\*\*

**Maine International Trade Center  
RFP# 2023-01  
Legal and Consulting Services for Creation of Nonprofit Organization**

The Maine International Trade Center is seeking proposals for legal and consulting services to support the formation of a Maine nonprofit corporation exempt from taxation under Section 501(c)(6) of the Internal Revenue Code. Services provided will include assistance in the formation of a Maine nonprofit organization whose mission will be to strengthen the State’s economy by connecting, partnering with, and convening leaders across education, industry, and government. Services provided will also include assistance in applying for and obtaining income tax exemption status under 501(c)(6) for this newly formed entity. The successful bidder will have strong and relevant experience with the Maine Nonprofit Act and the relevant provisions of Internal Revenue Code.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP can be found at: <https://www.mitc.com/legal-services-rfp-2023/>.

Proposals must be submitted to the Maine International Trade Center, via e-mail, at: [rfp@mitc.com](mailto:rfp@mitc.com). Proposal submissions must be received no later than 11:59 pm ET, on November 3, 2023. Proposals not submitted to the Maine International Trade Center’s aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

\*\*\*\*\*

## RFP TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

<b><u>Term/Acronym</u></b>	<b><u>Definition</u></b>
<b>MITC</b>	Maine International Trade Center
<b>Department</b>	Department of Economic and Community Development
<b>DECD</b>	Department of Economic and Community Development
<b>RFP</b>	Request for Proposal
<b>State</b>	State of Maine

# Maine International Trade Center – RFP# 2023-01

## Legal and Consulting Services for Creation of Nonprofit Organization

### PART I INTRODUCTION

#### A. Purpose and Background

The Maine International Trade Center (MITC) is currently seeking proposals for legal and consulting services in support of the formation of a Maine nonprofit corporation exempt from income taxation under Section 501(c)(6) of the Internal Revenue Code. A public-private partnership, MITC is responsible for promoting Maine's businesses, industries, and communities on the global market. 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 MITC and the awarded Bidder.

Bidders should submit proposals that detail the legal and fiscal responsibilities to be addressed during the formation of a 501(c)(6) entity in the United States. Services to be addressed in the proposal should include legal representation and preparation of the necessary and appropriate organizational documents to establish the entity under the laws of the State of Maine. Documentation will include articles of incorporation, bylaws, and organizational consents and resolutions. It is expected that successful bids will include counsel and guidance in the preparation and submission of the application to obtain tax exempt status under 501(c)(6) of the Internal Revenue Code.

All proposals must include the following:

1. A statement of qualifications.
2. A profile of key personnel to be involved in the representation.
3. A list of at least 3 references, preferably from colleges, universities, nonprofit institutions, or instrumentalities of the state for work performed within the last three years on projects of similar scope.
4. A schedule of fees and total estimated cost for the project and contract duration.
  - a. The cost and compensation for all services shall be clearly indicated.
  - b. All applicable costs are built into the RFP. No separate costs for items not included in the RFP will be accepted unless agreed to in advance.
5. A description of all proposed services and time requirements shall be clearly described in the proposal.

#### B. General Provisions

1. From the time the RFP is issued until award notification is made, all contact with MITC regarding the RFP must be made through the RFP Coordinator. No other person/MITC employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at MITC's discretion.
2. Issuance of the RFP does not commit MITC 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 MITC. 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, MITC will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal information of previous contract history with the Bidder by either MITC or its parent DECD (if any). MITC 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 MITC.
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](#) et seq.).
8. MITC, 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.

### C. Contract Term

MITC is seeking proposals 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. The contract may be extended by mutual agreement.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	11/13/2023	1/31/2024

### D. Number of Awards

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

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

The Maine International Trade Center seeks proposals for expert legal services from Bidders with strong and relevant experience with the Maine Nonprofit Act and the relevant provisions of the Internal Revenue Code. In conducting the legal work necessary for the formation of a new 501(c)(6) nonprofit entity, the Awarded Bidder shall:

1. Provide MITC staff and designees with a workplan detailing each component of the representation;
2. Work with the MITC staff and designees to develop mutually agreeable documentation and associated deliverables;
3. Communicate with MITC staff on a regular basis and provide draft work product/deliverables; and
4. Identify critical paths for the completion of the tasks and assist in developing schedules and deadlines for the completion of the tasks.

To be successful, the bidder must be able to effectively manage a diverse range of people and processes. Given the nature and range of relationships that the bidder will be expected to establish or maintain, a collaborative and relationship-based leadership style is crucial. They must be approachable and capable of developing a strong rapport with community members as well as public sector stakeholders.

## PART III KEY RFP EVENTS

### A. 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.
  - a. Bidders and other interested parties must use **Appendix E – Submitted Questions Form** – for submission of questions. The form is to be submitted as a WORD document.
  - b. 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.
  - c. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. MITC 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: [MITC RFP Page](#). 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.

### B. Amendments

All amendments released in regard to the RFP will also be posted on the following website: [MITC RFP Page](#). 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.

### C. 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 MITC at [rfp@mitc.com](mailto:rfp@mitc.com).
  - a. Only proposal submissions received by e-mail will be considered. MITC assumes no liability for assuring accurate/complete e-mail transmission and receipt.
  - b. 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.
  - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your proposal submission.
  - d. 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.
  - e. Bidders are to insert the following into the subject line of their e-mail proposal



submission: “**RFP# 2023-01 Proposal Submission – [Bidder’s Name]**”

f. 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*

**Appendix C** (Organization Qualifications and Experience Form) and 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 D** (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. MITC 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 must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. MITC, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to 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. Include any forms provided in the submission package or reproduce those forms as closely as possible. 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.

##### **2. 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. Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must 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.

##### **2. 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.

### **3. Organizational Chart**

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

### **4. 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.

### **5. Certificate of Insurance**

Bidders must 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 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 the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

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

### **1. General Instructions**

- a. Bidders must submit a cost proposal that covers the period starting November 13, 2023 and ending on January 31, 2024.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- c. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with MITC, 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 D** (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 MITC.

## **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

### **A. 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. MITC reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. MITC 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.

### **B. 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, Section I.

#### **Section II. Organization Qualifications and Experience (40 points)**

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

#### **Section III. Proposed Services (35 points)**

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

#### **Section IV. Cost Proposal (25 points)**

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

2. **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 - IV 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.

No Best and Final Offers: MITC 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.

3. **Negotiations:** MITC 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 MITC's Request for Proposal to an extent that may affect the price of

goods or services requested. MITC 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, MITC may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, MITC 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 MITC subject to approval by the MITC Finance Committee.
2. Notification of conditional award selection or non-selection will be made in writing by MITC.
3. Issuance of the RFP in no way constitutes a commitment by MITC 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. MITC reserves the right to reject any and all proposals or to make multiple awards.

### **D. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the MITC Board of Directors. The appeal must be in writing and filed with the MITC Board of Directors, 2 Portland Fish Pier, Suite 204, Portland, Maine, 04101.

## **PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

### **A. Contract Document**

1. The awarded Bidder will be required to execute a MITC Service Contract with appropriate riders as determined by the issuing department.
2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the MITC Finance Committee. Contracts are not considered fully executed and valid until approved by the MITC Finance Committee and funds are encumbered.
3. MITC 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 MITC Finance Committee. Any appeals to MITC'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.
4. 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 or MITC.

### **B. Standard State Contract Provisions**

1. Contract Administration  
Following the award, a Contract Administrator from MITC will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. MITC staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.
2. Payments and Other Provisions  
MITC 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 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** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**Maine International Trade Center  
PROPOSAL COVER PAGE  
RFP# 2023-01**

**Legal and Consulting Services for Creation of Nonprofit Organization**

<b>Bidder's Organization Name:</b>			
<b>Chief Executive - Name/Title:</b>			
<b>Tel:</b>		<b>E-mail:</b>	
<b>Headquarters Street Address:</b>			
<b>Headquarters City/State/Zip:</b>			
<i>(Provide information requested below if different from above)</i>			
<b>Lead Point of Contact for Proposal - Name/Title:</b>			
<b>Tel:</b>		<b>E-mail:</b>	
<b>Headquarters Street Address:</b>			
<b>Headquarters City/State/Zip:</b>			

- 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 MITC or any 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 MITC 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.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>



**APPENDIX B**

**Maine International Trade Center  
PROPOSAL COVER PAGE  
RFP# 2023-01**

**Legal and Consulting Services for Creation of Nonprofit Organization**

<b>Bidder's Organization Name:</b>	
------------------------------------	--

*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.**
- c. 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.*
- d. 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.*
- e. 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.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

Maine International Trade Center  
PROPOSAL COVER PAGE  
RFP# 2023-01

Legal and Consulting Services for Creation of Nonprofit Organization

<b>Bidder's Organization Name:</b>	
------------------------------------	--

**Present a brief statement of qualifications. 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.**

--

**APPENDIX C (continued)**

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the 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 e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

Project One	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

Project Two	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

**APPENDIX C (continued)**

<b>Project Three</b>	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

**APPENDIX D**

**Maine International Trade Center  
PROPOSAL COVER PAGE  
RFP# 2023-01**

**Legal and Consulting Services for Creation of Nonprofit Organization**

<b>Bidder's Organization Name:</b>	
<b>Marketing and Outreach Cost</b>	\$
<b>Website Development and ongoing Maintenance Cost</b>	\$
<b>Personnel and Administration Cost</b>	\$
<b>Travel and other expenses not captured above – please list details</b>	\$
<b>Proposed Total Cost:</b>	\$

**Please note: When determining Cost Score during the evaluation of this RFP, only Proposed Total Cost above will be used to determine the score.**

**Maine International Trade Center  
PROPOSAL COVER PAGE  
RFP# 2023-01**

**Legal and Consulting Services for Creation of Nonprofit Organization**

<b>Organization Name:</b>	
---------------------------	--

RFP Section & Page Number	Question

*\* 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.*