

REQUEST FOR PROPOSAL #2025-013
Office of International Programs Software Solution
RESPONSE ADDENDUM
September 19, 2024

Thank you for submitting a proposal in response to RFP 2025-013, Office of International Programs Software Solution.

The evaluation team began their evaluation of the submissions. During this time, we cannot comment on the specifics of the evaluation process, except that the proposal evaluations are conducted to the published criteria and evaluation methodology, e.g., established weights for criteria, refer to Section 2.0 of the RFP.

The following provides a high-level summary of proposal evaluation process:

- 1) Initial review of the submission materials.
- 2) Determination of responsiveness of the proposal.
 - a. Non-Responsiveness: If a proposal is determined to be non-responsive and eliminated from consideration, the decision will be communicated without delay to the respondent.
 - b. Minor Informalities and Irregularities: When applicable, the sourcing manager may request the respondent resolve, or rectify, any immaterial errors or omissions related to mandatory criteria.
 - c. Responsive Proposals: Responsiveness is the proposal's compliance with objective mandatory submission requirements such as, pricing, the completion of University of Maine System Response Cover Page and Debarment, Performance and Non-Collusion Certification, required cost evaluation exhibits, and ability to meet the mandatory requirements of the solutions specifications and requirements.
- 3) Proposals determined to be responsive will continue through the evaluation process, which may include:
 - a. requests for clarifications of information, and/or
 - b. invitation(s) to conduct dialogue or discussions, interviews, presentations, and/or demonstrations.
- 4) Final scoring of the proposals and preparation of the teams' award recommendation.
- 5) Award recommendation review cycle through award approval.
- 6) Announcement of the award to the respondents.

Other Key Reminders

Proposals will remain secure and must maintain the confidentiality of the proposals subject only to applicable freedom of information or public records laws. Pursuant to 1 M.R.S.A. 402(3)(E), until the protest period has passed and the Agreement is fully executed, the proposals are records and working papers used by or prepared for an administrative committee of the University of Maine System, and are not public records.

Communication protocols require that all questions and other communications are to be directed to the procurement professional managing the solicitation process that is noted on the sourcing initiative process document cover page.

Please expect to hear from the University of Maine System Office of Strategic Procurement in the coming weeks. The status of the process, including the current step, start date and the anticipated step completion date is posted on the website at: [Bids - Upcoming - University of Maine System](#) in the Attachment titled “Attachment: [Proposal Timeline Status](#)”.

Thank you again for your submission.