

EXHIBIT A

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MAINE**

CALVARY CHAPEL BELFAST)
)
)
Plaintiff)
)
v.)
)
UNIVERSITY OF MAINE SYSTEM;)
BOARD OF TRUSTEES, University of)
Maine System; RYAN LOW, individually)
and in his official capacity as Vice)
Chancellor for Finance and Administration,)
University of Main System; RACHEL)
PIPER, in her official capacity as Executive)
Director of Strategic Procurement and)
Services, University of Maine System;)
ROBIN CYR, in her official capacity as)
Senior Director of Strategic Procurement,)
University of Maine System; DEREK)
HOUTMAN, in his official capacity as)
Associate Strategic Sourcing Director,)
University of Maine System,)
)
)
Defendants)

Case No. 1:24-cv-00392-SDN

DECLARATION OF RACHEL PIPER

Pursuant to 28 U.S.C. § 1746, I, Rachel Piper, declare under penalty of perjury as follows:

1. I am the Executive Director of Strategic Procurement and Chief Procurement Officer for the University of Maine System (the “System”).
2. I make this declaration on the basis of my own personal knowledge and books and records of the System that are in my custody and control. It is the regular practice of the System to keep such books and records and they are kept in the regular course of the System’s business.

3. A true and accurate copy of the System's Administrative Practice Letter VII-A (the "Purchasing Procedures"), which sets for the System's purchasing procedures, is attached hereto as **Exhibit 1**.

4. Pursuant to the Purchasing Procedures, a disappointed bidder or proposer in the context of a procurement award equal to or greater than \$50,000 has the right to submit a protest of an award to the Executive Director of Strategic Procurement & Services within 5 business days of notice of the award. *See* Purchasing Procedures, Section V(C)(4), Protests of the Competitive Procurement Process ("Protest Procedures").

5. If such a protest is submitted, the Procurement Procedures provide that the award may be stayed until the protest has been resolved unless it is determined by the Executive Director of Strategic Procurement & Services that continuation of the procurement without delay is necessary to protect substantial interests of the University. *See id.* at Section V(C)(4)(a)(ii).

6. If the protest is not resolved to the satisfaction of the protesting bidder or proposer, the Protest Procedures further provide the protesting bidders or proposers with a right to appeal the decision of the Executive Director of Strategic Procurement & Services within ten business days of the date of the decision of the Executive Director of Strategic Procurement & Services. *See id.* at Section V(C)(5).

7. The determination of that appeal is final. *See id.*

8. One protest has been filed in connection with RFP 2025-031, one of the request for proposals that is the subject of this lawsuit.

9. I have determined that continuation of the procurement without delay is not necessary to protect any substantial interests of the University.

10. Accordingly, the University will take no further action with respect to the award until a final decision has been made on the protest and any appeals that may follow.

11. My office has notified the awardee in this bidding process of the stay by letter dated November 20, 2024, a true and accurate copy of which is attached as **Exhibit 2**.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Executed: November 21, 2024

_____/s Rachel Piper
Rachel Piper