

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Division of Contract Management  
11 State House Station  
109 Capitol Street  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-5031  
TTY: Dial 711 (Maine Relay)

Apr-30-2024

Via Electronic Mail: [reid@passerelledata.com](mailto:reid@passerelledata.com)

Passerelle Corporation  
Reid Potter, Project Manager  
22 Monument Square, Suite 202  
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202401008 Public Health Informatics Support Services

Dear Reid Potter,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to:

- Passerelle Corporation

The Department will be contacting Passerelle Corporation soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and Passerelle Corporation. Passerelle Corporation shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.


As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are 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.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by this award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:  
  
2292FAA6880E43B...  
Veronica Robichaud  
Chief Operating Officer  
Maine Center for Disease Control and Prevention

DocuSigned by:  
  
5DC6307B8558482...  
Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER:** Passerelle Corporation

**DATE:** April 24, 2024

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**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Brittany Hall

**Names of Evaluators:** Robert Chicoria, Nancy Birkhimer, Sara Robinson, Jodi Leigh, and Tara Thomas

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>20.00</b>	<b>N/A</b>
Section III. Proposed Services	<b>40.00</b>	<b>N/A</b>
Section IV. Cost Proposal		
a. All-inclusive Mark-up Rate	25.00	N/A
b. All-inclusive Ad-Hoc Consultation Hourly Rate	15.00	N/A
Section IV Total	<b>40.00</b>	<b>N/A</b>
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

**The Department awards Passerelle Corporation as the Sole Bidder. The Proposal was evaluated by the Evaluation Team but not scored.**

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**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

N/A

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

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**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

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**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• 15 years of experience with State providing Informatics support</li><li>• Extensive experience in healthcare data, including transport standards</li><li>• Public health experience with other states, primarily Medicaid and Infectious Disease</li><li>• Demonstrated understanding of the public health domain, healthcare delivery, and associated protocols</li><li>• Provided three projects, all relevant to RFP with one describing Bidder's delivery of RFP services as current contract incumbent</li></ul>
<b>2. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided, though did not indicate project staff relationship</li></ul>
<b>3. Litigation</b>
<ul style="list-style-type: none"><li>• None indicated</li></ul>
<b>4. Financial Viability</b>
<ul style="list-style-type: none"><li>• As a privately held corporation, financials held until contract negotiation</li></ul>
<b>5. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided, indicating professional liability</li></ul>

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**EVALUATION OF SECTION III  
Proposed Services**

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>As the current provider, Bidder has two of the six positions filled and in place</li> <li>Bidder recruits for the other positions internally, prior to recruiting externally, but did not specify if it may have staff fitting the qualifications and available to be reassigned</li> <li>As the contract incumbent, provides resources that meet the qualifications for the ELR Coordinator and Syndromic Surveillance Coordinator positions</li> <li>Proposed several current consultants with health informatics experience to fill the remaining positions noted in Appendix G</li> <li>Propose weekly check-in meetings until all positions are filled</li> <li>All candidates are given a skills test to verify qualifications</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>Noted capability to provide ad hoc consulting services</li> <li>Noted that several Bidder employees are located in southern and central Maine and available for in-person meetings</li> <li>Noted having multiple consultants in Maine, giving Bidder ability to align resources to the requirements</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>1. Offered to recruit internal candidates first, if they meet requirements, and conduct skills tests, background checks, and interviews then provide Department with resumes and organize interviews</li> <li>External postings administered by Bidder’s lead recruiter</li> <li>Proposed conducting face-to-face interviews of external candidates, as well as skills tests and background checks</li> <li>Proposed documenting interview process in Jira</li> <li>2. Proposed conducting skills tests to verify qualifications</li> <li>Response to 3.-5., Met requirements</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>Response to 1., and 3.-7., Met requirements</li> <li>2. Proposed a multifaceted search process</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>1. Noted its, generally, low turnover rate with its positions at the Department</li> <li>Noted its retention and productivity strategies emphasize training</li> </ul>

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<ul style="list-style-type: none"><li>• Noted that two Bidder employees have supported the Department for a combined 22 years</li><li>• Noted its professional development program maintains relevance of employee skillset</li><li>• 4. Offered health insurance exceeding 60 percent requirement</li><li>• 7. Proposed providing office space in Portland should selected candidate(s) not have internet capability at home</li><li>• Response to 2.-3., 5.-6., and 8.-10., Met requirements</li></ul>
<b>F. Termination/Resignation Requirements</b>
<ul style="list-style-type: none"><li>• 1.-6. Met requirements</li></ul>
<b>G. Technical Requirements</b>
<ul style="list-style-type: none"><li>• Response to 1., 3., and 4., Met requirements</li><li>• 2. Noted that Bidder employees supporting Department will participate in Bidder-required training but did not acknowledge participation in State-required training</li></ul>

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**EVALUATION OF SECTION IV  
Cost Proposal**

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	<b>Cost</b>	
	<b>1. All-inclusive Mark-up Rate: 1.32</b> <b>2. All-inclusive Ad-Hoc Consultation Hourly Rate:</b> <b>Initial Period: \$155</b> <b>Renewal Period #1: \$166</b> <b>Renewal Period #2: \$178</b>	

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**Evaluation Team Comments:**

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| <ul style="list-style-type: none"><li>• Bidder provided all requested cost information</li></ul> |
|--|



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** 4/20/2024

**EVALUATOR NAME:** Nancy Birkhimer

**EVALUATOR DEPARTMENT:** DHHS CDC

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**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"> <li>• 15 years working with DHHS.</li> <li>• Public Health experience with additional states, primarily Medicaid and Infectious Disease.</li> <li>• Additional healthcare experience, knowledgeable about interoperability, data warehouses, data use, and data governance.</li> <li>• Project 1: Informatics services for Maine CDC: ELR, Syndromic Surveillance, migration to SAAS, Suicide Syndromic Surveillance, COVID-19 data. In the past also included NBS administration.</li> <li>• Project 2: RI data marts (Medicaid, APCD), migration to cloud.</li> <li>• Project 3: Dimagi – case investigation and contact tracing application - Tableau visualizations, search functions.</li> </ul>
<b>2. Organizational Chart</b>
<ul style="list-style-type: none"> <li>• Organizational chart is provided, where project staff will sit within the organization is not indicated on the chart.</li> </ul>
<b>3. Litigation</b>
<ul style="list-style-type: none"> <li>• No litigation disclosed.</li> </ul>
<b>4. Financial Viability</b>
<ul style="list-style-type: none"> <li>• Financial documentation not included, states information will be provided upon request during contract negotiations.</li> <li>• States five years of revenue growth.</li> </ul>
<b>5. Certificate of Insurance</b>
<ul style="list-style-type: none"> <li>• Certificate of insurance provided. Includes \$4 million each for commercial and umbrella, \$5 million professional liability, and \$1 million workers comp and employer’s liability.</li> </ul>

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<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>As the current contractor providing these services, Passerelle has two of the six positions filled and in place. They will seek to recruit for the other positions internally, prior to recruiting externally, but they do not specify if they may have staff fitting the qualifications and available to be reassigned.</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>Employed consultants have experience in required areas.</li> <li>Dashboard design is not mentioned, but Passerelle staff have provided such services (as noted in the projects described..</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>Proposes internal recruitment, then external.</li> </ul>
<ul style="list-style-type: none"> <li>Passerelle states they will assure they recruit/assign qualified candidates.</li> <li>All candidates are given a skills test to verify qualifications.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process. Resumes for all staff will be provided upon request, skills test results will be also available.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process and will get written Department approval prior to offering a position..</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that all recruitment costs will be the responsibility of Passerelle.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process and will get written Department approval prior to offering a position.</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process, working closely with the Department.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's requirements, using a multi-faceted search process.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's record-keeping requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process, and will work with the Department to negotiate hourly rates.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will comply with the Department's requirements.</li> </ul>

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<ul style="list-style-type: none"> <li>Provides assurance that all pre-engagement costs will be the responsibility of Passerelle.</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>Notes generally low turnover rate within the company and positions at Maine CDC. Retention and productivity strategies emphasize training.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will provide the stated payroll functions and meet the requirements. Uses "actiTIME"</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process and has mechanisms in place to do so.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process and has mechanisms in place to do so.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will provide Health and Dental that meet the Department's requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process, get pre-approval for travel expenses, and invoice after approval is obtained.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that employees will comply with State policies.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will comply the Department's telework policy and will offer office space in Portland for teleworking staff without reliable internet at home.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will comply the Department's leave requirements and work with the Department to get approval for time off.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will comply the Department's overtime requirements and work with the Department to get approval for any overtime.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process, and will work closely with the Department on employee performance issues.</li> </ul>
<b>F. Termination/Resignation Requirements</b>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process. A written process will be provided after the contract is executed and revised to meet Department approval</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process. They state that they will discuss any disciplinary actions with the Department, and hold monthly meetings with a Department representative as necessary..</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process.</li> </ul>
<ul style="list-style-type: none"> <li>Provides assurance that they will follow the Department's process and time requirements.</li> </ul>

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<ul style="list-style-type: none"><li>• Provides assurance that they will follow the Department's process and time requirements.</li></ul>
<b>G. Technical Requirements</b>
<ul style="list-style-type: none"><li>• Provides assurance that work under the contract will be done on Maine IT issued equipment.</li></ul>
<ul style="list-style-type: none"><li>• Provides assurance that they will comply with Maine IT policies and procedures.</li></ul>
<ul style="list-style-type: none"><li>• Provides assurance that they will follow the Maine It standards and process for encryption of sensitive data.</li></ul>
<ul style="list-style-type: none"><li>• Provides assumes state-issued laptops will have compliant anti-malware software and resources will only use this equipment to connect to the State network.</li></ul>

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• 1.32 mark-up rate, \$155 hourly consultation rate. Consultation rates include a 7.1% increase for first renewal, and a 7.2% increase for the second renewal.</li></ul>

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**EVALUATOR NAME:** Robert F. Chicoria

**EVALUATOR DEPARTMENT:** DHHS/MCDCP

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**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>	
<b>1. Overview of the Organization</b>	<ul style="list-style-type: none"><li>• Met the requirements</li></ul>
<b>2. Organizational Chart</b>	<ul style="list-style-type: none"><li>• Met the requirements</li></ul>
<b>3. Litigation</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>4. Financial Viability</b>	<ul style="list-style-type: none"><li>• Privately held company – balance sheet will be provided prior to negotiations</li></ul>
<b>5. Certificate of Insurance</b>	<ul style="list-style-type: none"><li>• Provided</li></ul>

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<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>• 2 positions currently in place, Electronic Laboratory Report Coordinator and Syndromic Surveillance Coordinator.</li> <li>• 4 remaining positions will be from in-house staff or recruit for these positions.</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>• Offices in Portland Maine with staff available for consultation.</li> <li>• Will work with the department to align resources with needs.</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>• Detailed additional requirement processes over and above RFP requirements</li> <li>• Met the requirements.</li> <li>• Will be provided at the Department's request.</li> <li>• Candidates must pass a Passerelle skill test prior to employment.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• All recruitment costs are the responsibility of Passerelle,</li> <li>• Met the requirements.</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Will submit to the Department upon request.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>• Current low turnover rate.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Met the requirements.</li> <li>• Note: The final contract must include travel costs.</li> <li>• Met the requirements.</li> </ul>

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• Met the requirements.
• Met the requirements.
• Met the requirements.
• Met the requirements.
<b>F. Termination/Resignation Requirements</b>
• Met the requirements.
• Met the requirements.
• Met the requirements.
• Met the requirements.
• Met the requirements.
• Met the requirements.
<b>G. Technical Requirements</b>
• Met the requirements.
• Met the requirements.
• Met the requirements.
• Met the requirements.

<b>Part IV, Section IV. Cost Proposal</b>
• Mark-up Rate 1.32
• Consultation Hourly Rate – 1 <sup>st</sup> period \$155

**STATE OF MAINE  
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**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** 4/24/2024

**EVALUATOR NAME:** Jodi Leigh

**EVALUATOR DEPARTMENT:** DHHS ALM

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**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>	
<b>1. Overview of the Organization</b>	<ul style="list-style-type: none"> <li>• 15-year relationship with DHHS, including Maine CDC</li> <li>• Experience with other states</li> <li>• Understands the public health domain, healthcare delivery and associated protocols</li> </ul>
<b>2. Organizational Chart</b>	<ul style="list-style-type: none"> <li>• High level positions included</li> <li>• Healthcare Practice consultants</li> <li>• FinServ and Technical Practices consultants</li> </ul>
<b>3. Litigation</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>4. Financial Viability</b>	<ul style="list-style-type: none"> <li>• Doesn't disclose financial information</li> <li>• Revenue growth the last five years</li> <li>• Can provide balance sheet prior to contract negotiation if needed</li> </ul>
<b>5. Certificate of Insurance</b>	<ul style="list-style-type: none"> <li>• All policies expired 4/14/2024</li> </ul>



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**EVALUATOR NAME:** Jodi Leigh

**EVALUATOR DEPARTMENT:** DHHS ALM

\*\*\*\*\*

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>• Currently providing a resource that meets the required qualifications for the ELR Coordinator position and can perform the duties</li> <li>• Currently providing a resource that meets the required qualifications for the Syndromic Surveillance Coordinator position and can perform the duties</li> <li>• They employ several consultants with health informatics experience to fill the remaining positions in Appendix G. If they don't have a person, they will advertise and recruit to fill the positions</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>• Can provide ad hoc consulting services</li> <li>• Several employees are located in southern and central Maine for in-person meetings</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>• Will review internal consultants, perform background checks, share qualified resumes with the Department, face-to-face interviews will be organized</li> <li>• Other positions will be posted externally by the lead recruiter, candidates will be interviewed by Passerelle, asked to take a skills exercise, background checks will be performed, face-to-face interviews will be organized. This process will be documented in Jira.</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle will review resumes to make sure they align with the minimum requirements set by the Department</li> </ul>
<ul style="list-style-type: none"> <li>• Record of employee resumes, certifications and licenses are maintained and can be provided to the Department.</li> <li>• Skills exercises are completed prior to employment to verify the candidate is competent for the position they have applied for</li> </ul>
<ul style="list-style-type: none"> <li>• The Department will have weekly stand-up meetings to review candidates</li> <li>• Passerelle will schedule interviews with the top two candidates and the Department</li> <li>• Passerelle will not move forward with hiring until the Department has written the job offer</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle will make an offer to the candidate once the Department has sent them written approval.</li> <li>• Passerelle will work with the Department to set the hiring date</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle will assume all recruitment costs</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** 4/24/2024

**EVALUATOR NAME:** Jodi Leigh

**EVALUATOR DEPARTMENT:** DHHS ALM

\*\*\*\*\*

<ul style="list-style-type: none"> <li>• Passerelle will comply with the Department's right to accept or reject any offer for any proposed Resource</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>• Passerelle with identify any contingencies to ensure the resource responsibilities and goals</li> <li>• Passerelle will work with the department via monthly meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle with work with the Department to coordinate the start date</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle with conduct the background checks and will comply with the Rider D Additional DHHS Requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle maintains all employee information with their HR and will submit requests to the Department as needed. Information is kept current and up-to-date</li> </ul>
<ul style="list-style-type: none"> <li>• Mark-up rate and hourly rates provided in file 4</li> <li>• Passerelle with work with the Department to negotiate the Resource Hourly Rate</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees with everything above</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees with the above statement</li> <li>• No costs will be incurred by MECDC</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>• Low turnover rate</li> <li>• Passerelle has two employees with MECDC with combined employment of 22 years</li> <li>• They encourage their employees to participate in webinars, conventions, training courses and attain certifications</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees to everything above and will comply with state requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Invoices will include a Time Validation Report</li> </ul>
<ul style="list-style-type: none"> <li>• A Time Validation Report will be included with each invoice</li> <li>• Monthly progress reports will be supplied to the Department manager</li> </ul>
<ul style="list-style-type: none"> <li>• Health insurance exceeds the minimum 60% and complies with the ACA</li> <li>• Dental meets the expectation</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees that travel reimbursement will be approved by the Department via a submitted detailed expense report following the State's travel expense reimbursement policy</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees that all employees will adhere to the State policies listed above</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees with the statement above</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Jodi Leigh

**EVALUATOR DEPARTMENT:** DHHS ALM

\*\*\*\*\*

<ul style="list-style-type: none"> <li>• If the employee doesn't have stable/reliable internet, the employee can work in their office in Portland</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees with the above statement. The resource will coordinate with Passerelle and the Department Manager to receive approval</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees and will comply with the statement above</li> <li>• Approval will be requested from the Department if overtime is needed</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees and will work the Department to make sure all required tasks are completed on time</li> <li>• They will notify and work with the Department if there is any disciplinary discussion or action</li> <li>• Will be discussed during the monthly stand-up meetings with the Department</li> </ul>
<p><b>F. Termination/Resignation Requirements</b></p>
<ul style="list-style-type: none"> <li>• They will deliver a Resource disciplinary process in writing if awarded the contract and will work with the Department to develop an accepted disciplinary process</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees with this statement</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle will comply with these requirements</li> <li>• They will not terminate an employee before talking with the Department</li> </ul>
<ul style="list-style-type: none"> <li>• License expiration dates are maintained by Passerelle. They will notify the Department if there is a lapse.</li> <li>• Passerelle will notify the Department if any necessary action is taken against a Resource</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees to comply with the statement above</li> <li>• Passerelle requires a minimum of 14 days' notice from their Resource</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees to the statements above and will ensure a new Resource is given to the Department within seven days</li> </ul>
<p><b>G. Technical Requirements</b></p>
<ul style="list-style-type: none"> <li>• All performed work will be completed on MainIT issued equipment</li> <li>• Passerelle will comply with all MainIT policies and procedures</li> <li>• All communication will use maine.gov email addresses</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle resources will take part in Passerelle's security training and auditing exercises</li> <li>• Resources will only use state issued equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Passerelle agrees to adhere to MainIT standards</li> </ul>
<ul style="list-style-type: none"> <li>• Resources will use state issued equipment to connect to the state network</li> </ul>

**Part IV, Section IV. Cost Proposal**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** 4/24/2024

**EVALUATOR NAME:** Jodi Leigh

**EVALUATOR DEPARTMENT:** DHHS ALM

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** April 23, 2024

**EVALUATOR NAME:** Sara Robinson

**EVALUATOR DEPARTMENT:** DHHS/Maine CDC/ID Epi

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Facilitator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• 15 year relationship with State of Maine, history with other health departments</li><li>• Extensive experience in healthcare data including transport standards</li><li>• Maine-based company</li><li>• 3 projects<ul style="list-style-type: none"><li>○ Public Health Informatics, Maine CDC - 7 years</li><li>○ Data Ecosystem, RI DHHS – 2 years</li><li>○ Case investigation and contact tracing visualization, Dimagi – 3 years</li></ul></li></ul>
<b>2. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Org chart provided</li></ul>
<b>3. Litigation</b>
<ul style="list-style-type: none"><li>• None identified</li></ul>
<b>4. Financial Viability</b>
<ul style="list-style-type: none"><li>• Not provided. Will provide balance sheet prior to contract negotiation if required</li></ul>
<b>5. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided. Expired 4/14/2024. General liability and umbrella liability</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>• Two existing staff that will continue</li> <li>• Will review existing staff for people who meet requirements, will recruit if needed</li> <li>• Propose weekly check in meetings until positions are filled</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>• Has multiple consultants in Maine and will align resources to the requirements</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>• Use existing candidates first if they meet requirements</li> <li>• Will recruit (Department can review posting)</li> <li>• Interviews, skills test, background check and then resume to Department</li> </ul>
<ul style="list-style-type: none"> <li>• Will review resumes prior to proposing candidates to the Department</li> </ul>
<ul style="list-style-type: none"> <li>• Resumes and certifications are kept on file as well as skills exercises</li> </ul>
<ul style="list-style-type: none"> <li>• Weekly check ins</li> <li>• Interviews with top 2 candidates and final offer will be in writing from Department</li> </ul>
<ul style="list-style-type: none"> <li>• Offers will be made after the written authorization received from Department</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>• Monthly check in meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Provided details on background check process</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>• Low turnover rate, encourage employees to stay relevant through personal development</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledged requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Sara Robinson

**EVALUATOR DEPARTMENT:** DHHS/Maine CDC/ID Epi

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<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements. Staff can work out of Passerelle's Portland office</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<b>F. Termination/Resignation Requirements</b>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<b>G. Technical Requirements</b>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li><li>• Passerelle policies are closely aligned with State policies Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li></ul>
<ul style="list-style-type: none"><li>• Acknowledged requirements</li><li>• Will only use State issued equipment</li></ul>

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• Met requirements</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202401008

**RFP TITLE:** Public Health Informatics Support Services

**BIDDER NAME:** Passerelle Corporation

**DATE:** 4/18/24 and 4/22/24

**EVALUATOR NAME:** Tara Thomas

**EVALUATOR DEPARTMENT:** DHHS CDC

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Facilitator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• A couple of minor typos (NEDSS Base System instead of NEDSS Based and covid instead of COVID)</li><li>• 15-year relationship with DHHS</li><li>• Project descriptions are relevant and speak to experience/capabilities</li></ul>
<b>2. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Bidder met the requirements</li></ul>
<b>3. Litigation</b>
<ul style="list-style-type: none"><li>• None</li></ul>
<b>4. Financial Viability</b>
<ul style="list-style-type: none"><li>• No backup documentation provided, but Bidder reports profitability and growth over the last five years with continued growth projected for 2024.</li></ul>
<b>5. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Policy documentation provided has expiration dates of 4/14/24</li></ul>



**STATE OF MAINE  
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**EVALUATOR NAME:** Tara Thomas

**EVALUATOR DEPARTMENT:** DHHS CDC

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<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. Public Health Informatician Services</b>
<ul style="list-style-type: none"> <li>• P – existing resources already in place</li> <li>• P- willingness to change resources if the Department desires</li> <li>• P – employs several consultants with experience in health informatics</li> </ul>
<b>B. Ad Hoc Consultation</b>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<b>C. Recruitment Requirements</b>
<ul style="list-style-type: none"> <li>• P – enumerates the ways the Bidder will go beyond the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• P – candidates also take a skills exercise with results made available to the Department</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<b>D. Pre-Engagement Requirements</b>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Reviewer notes some typos in this section, but response meets requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response is not detailed, but appears to meet the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<b>E. Engagement General Requirements</b>
<ul style="list-style-type: none"> <li>• P – two employees who have worked at Maine CDC for a combined 22 years.</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• P – benefits exceed the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>
<ul style="list-style-type: none"> <li>• P – office in Portland with personal workspaces and reliable/secure Internet</li> </ul>
<ul style="list-style-type: none"> <li>• Response meets the requirements</li> </ul>

**STATE OF MAINE  
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**EVALUATOR NAME:** Tara Thomas

**EVALUATOR DEPARTMENT:** DHHS CDC

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• Response meets the requirements
• Response meets the requirements
<b>F. Termination/Resignation Requirements</b>
• Response meets the requirements
• Response meets the requirements
• Response meets the requirements
• Response meets the requirements
• Response meets the requirements
• Response meets the requirements
<b>G. Technical Requirements</b>
• Response meets the requirements
• P- annual third-party audits against the CIS security standards
• Response meets the requirements
• Response meets the requirements

<b>Part IV, Section IV. Cost Proposal</b>
• I - Ad hoc consultation rates increases by 7% each year



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Jeanne M. Lambrew, Ph.D.  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202401008  
RFP TITLE: Public Health Informatics Support Services**

I, Nancy Birkhimer accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

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**Signature**

Apr-12-2024

**Date**



STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202401008**  
**RFP TITLE: Public Health Informatics Support Services**

I, Robert Chicoria accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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DocuSigned by:

*Robert Chicoria*

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**Signature**

Apr-12-2024

**Date**



STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202401008**  
**RFP TITLE: Public Health Informatics Support Services**

I, Jodi Leigh accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Jodi Leigh*

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**Signature**

Apr-12-2024

**Date**



**STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**

**Janet T. Mills  
Governor**

**Jeanne M. Lambrew, Ph.D.  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202401008  
RFP TITLE: Public Health Informatics Support Services**

I, Sara Robinson accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Sara Robinson*

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**Signature**

Apr-12-2024

**Date**



STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202401008**  
**RFP TITLE: Public Health Informatics Support Services**

I, Tara Thomas accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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DocuSigned by:

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**Signature**

Apr-12-2024

**Date**