

State of Maine
Master Score Sheet

| RFP# 202311225 | | | | | |
|--|-------------------|---------------------------|-------------------------|----------------------|--|
| Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation | | | | | |
| Bidder Name: | | University of New England | Syra Health Corporation | Market Decisions LLC | |
| Proposed Cost: | | \$279,570.56 | \$708,240.00 | \$99,645.43 | |
| Scoring Sections | Points Available | | | | |
| Section I: Preliminary Information | Pass/Fail | Pass | Pass | Pass | |
| Section II: Organization Qualifications and Experience | 30 | 26 | 13 | 20 | |
| Section III: Proposed Services | 45 | 40 | 20 | 36 | |
| Section IV: Cost Proposal | 25 | 8.9 | 3.5 | 25 | |
| TOTAL | <u>100</u> | <u>74.9</u> | <u>36.5</u> | <u>81</u> | |

Award Justification Statement

RFP# 202311225: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

I. Summary

The State of Maine is seeking proposals for a Research and Evaluation Partner for an awarded BJA Grant titled *FY23 Improving Substance Use Disorder Treatment and Recovery Outcomes of Adults in Reentry* (Award #O-BJA-2023-171537). The purpose of this RFP is to find a qualified Research and Evaluation partner to carry out federal grant responsibilities as it pertains to performance measures, data collection, IRB, and reporting.

II. Evaluation Process

Each evaluator took individual notes prior to team consensus scoring. The team met via Microsoft Teams to take consensus notes and utilized a unanimous approach to scoring each section of each proposal. The proposals were reviewed in alphabetical order. Evaluators include:

- Anthony Cantillo, Deputy Commissioner of the Maine Department of Corrections. Mr. Cantillo has been with the Department 10+ years and previously was a Correctional Warden, he holds a BA in social work, and previously directed MSUD/MAT.
- Dr. Brooke Berard, Regional Director of Behavioral Health, Wellpath Maine. Dr. Berard is a Licensed psychologist in Maine. She specializes in the implementation/ evaluation of behavioral health in correctional settings.
- David Simpson, Manager of Adult Evidence-Based Programs. Mr. Simpson has 10+ years' experience working in programing for residents in secure confinement.
- Melisa Caminiti, MHP, RN, Partnership Director for Groups Recover Together. Ms. Caminiti previously was the Director of Recovery and Reentry through Wellpath. She has over 10 years' experience in nursing, substance use, and has system experience.

III. Qualifications & Experience

- In business for 25 years and 20 years of direct research experience.
- Completed 100,000+ surveys in 35 different states.
- Experience in complex research and data analysis.

IV. Proposed Services

- Identified use of consent forms, IRB, and Departmental policy.
- Identified IT security practices.
- Identified understanding of vulnerable populations and how to develop and implement accordingly.

V. Cost Proposal

- Market Decisions Research had a proposal of \$99,645.43.

VI. Conclusion

- This bidder was awarded the highest number of points due to having the lowest proposed cost; experience in administering surveys and experience in complex research.



**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

AWARD NOTIFICATION LETTER

March 11th, 2024

Market Decisions Research
511 Congress Street Suite 801
Portland ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP # 202311225: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation.

Dear Jennifer Oliver,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Corrections for Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation. 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 the following bidder:

- Market Decisions LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder 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 the apparent successful vendor. The vendor 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. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

Sonja Charest

Sonja Charest, M.A. PS-C, CADC, CEBL/CEBP
Manager of Juvenile Evidence-Based Programs/Grant Manager
Maine Department of Corrections

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an 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).



**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

AWARD NOTIFICATION LETTER

March 11th, 2024

Syra Health Corporation
1119 Keystone Way N #201
Carmel, IN 46032

SUBJECT: Notice of Conditional Contract Award under RFP # 202311225: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation.

Dear Deepika Vuppalanchi,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Corrections for Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation. 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 the following bidder:

- Market Decisions LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder 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 the apparent successful vendor. The vendor 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.

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

Sonja Charest

Sonja Charest, M.A. PS-C, CADC, CEBL/CEBP

Manager of Juvenile Evidence-Based Programs/Grant Manager

Maine Department of Corrections

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**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

AWARD NOTIFICATION LETTER

March 11th, 2024

University of New England
11 Hills Beach Road
Biddeford ME 04005

SUBJECT: Notice of Conditional Contract Award under RFP # 202311225: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation.

Dear Nicholas D. Gere,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Corrections for Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation. 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 the following bidder:

- Market Decisions LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder 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 the apparent successful vendor. The vendor 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. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

Sonja Charest

Sonja Charest, M.A. PS-C, CADC, CEBL/CEBP
Manager of Juvenile Evidence-Based Programs/Grant Manager
Maine Department of Corrections

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an 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).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: Market Decisions LLC

DATE: 2/9/2024

SUMMARY PAGE

Department Name: Maine Department of Corrections

Name of RFP Coordinator: Sonja Charest

Names of Evaluators: Anthony Cantillo, Brooke Berard, David Simpson, Melissa Caminiti

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | Pass | |
| Any non-profit, for profit, or institution that has five (5) or more years' experience within research and evaluations of federal and/or state grants. | Pass | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 30 | 20 |
| Section III. Proposed Services | 45 | 36 |
| Section IV. Cost Proposal | 25 | 25 |
| <u>Total Points</u> | <u>100</u> | <u>81</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: Market Decisions LLC

DATE: 2/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

- Preliminary Information met all criteria, as listed in the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: Market Decisions LLC

DATE: 2/9/2024

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

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--|----------------------------------|--------------------------------|
| Section II. Organization Qualifications and Experience | 30 | 20 |

Evaluation Team Comments:

- I. Overview of the Organization
 - Maine-Based small business.
 - Profile of principle members were provided.
 - Work cited included extensive involvement in tobacco use studies.
 - Identified private IRB but did not list in sub-contract section.
 - Experience in complex research and data analysis.
 - Strong experience in population surveying.
 - Minimal demonstrated understanding in a justice-involved setting which could impact effectiveness.
 - Prior experience with MAT
 - Organization entirely focused on research and analytics.
 - 25 years in business and 10 years' experience in researching.
 - Uses storytelling to capture reporting to audiences.
 - Identifies a collaborative approach with partnership to ensure needs are met.
 - Have PhD & Master level researchers.
 - Completed 100,000+ surveys in 35 states.
- II. Subcontractors
 - None listed.
- III. Organizational Chart
 - Provided.
 - Those identified for the project were relevant, they are certified in Riva and have clinical background..
- IV. Litigation
 - None listed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: Market Decisions LLC

DATE: 2/9/2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--------------------------------|----------------------------------|--------------------------------|
| Section III. Proposed Services | 45 | 36 |

Evaluation Team Comments:

- Made brief reference to consent forms, IRB acknowledgment and MDOC policy.
- Identified IT security practices for sharing of data.
- Identified acknowledgments of vulnerabilities to consent.
- Lack of demonstrated understanding the challenges that phone interviews will pose with population, which is central to proposal.
- Not clear who was assigned to which tasks in proposal.
- Using self-reflection rather than randomized survey, which can pose an issue for evaluation.
- Participants (human subjects) anticipated are relatively low particularly given staffing allotted and reasoning is not outlined.
- Unclear if they have justice system knowledge.
- They noted public and private IRB and that the population is characterized as vulnerable.
- Identified literacy issues with survey development.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: Market Decisions LLC

DATE: 2/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | • | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|-----------|
| \$99, 645.43 | • | \$99, 645.43 | x | 25 points | = | 25 |

Evaluation Team Comments:

This was the lowest bidder, and received the full points allotted at 25.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: Syra Health Corporation

DATE: 2/9/2024

SUMMARY PAGE

Department Name: Maine Department of Corrections

Name of RFP Coordinator: Sonja Charest

Names of Evaluators: Anthony Cantillo, Brooke Berard, David Simpson, Melissa Caminiti

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | Pass | |
| Any non-profit, for profit, or institution that has five (5) or more years' experience within research and evaluations of federal and/or state grants. | Pass | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 30 | 13 |
| Section III. Proposed Services | 45 | 20 |
| Section IV. Cost Proposal | 25 | 3.5 |
| <u>Total Points</u> | <u>100</u> | <u>36.5</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: Syra Health Corporation

DATE: 2/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

- Preliminary Information met all criteria, as listed in the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: Syra Health Corporation

DATE: 2/9/2024

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

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--|----------------------------------|--------------------------------|
| Section II. Organization Qualifications and Experience | 30 | 13 |

Evaluation Team Comments:

- I. Overview of the Organization
 - Provided previous work.
 - Small publicly traded organization.
 - 20 years in business.
 - Profiles not provided.
 - Delayed timeline.
 - Not clear how they are connecting with in-person ability.
 - Not clear on the development of the tool, issues with survey monkey with population being served.
 - Listing the oversight of subcontractors but did not list subcontractors.
 - Restated the RFP did not expand on topics or how to achieve them. The narrative was not concise, added items that were not asked for, and had examples that were not relevant. The cyber security was minimal and not expanded on, which is a concern.
 - The workplan is confusing and hard to follow.
 - The profiles listed are in generic format. Format was disorganized.
 - Dates were wrong and grammatical errors that took away from the proposals.
 - Link to dashboard did not work.
 - Language translation for inclusivity.
 - Have used GIS, SQL, Tableau and Power BI.
- II. Subcontractors
 - None listed. Mentioned a local consultant but did not have details listed for this.
- III. Organizational Chart
 - Provided as requested.
- IV. Litigation
 - None Listed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: Syra Health Corporation

DATE: 2/9/2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--------------------------------|----------------------------------|--------------------------------|
| Section III. Proposed Services | 45 | 20 |

Evaluation Team Comments:

- Cited consent forms, data sharing agreement, research agreement and confidentiality in a brief way.
- Narrative was disorganized and hard to follow for some evaluators.
- Use of Dashboard would be effective and useful for data.
- Identified culturally sensitive consent form process.
- IRB process and who would be doing it was unclear.
- Limitations on use of Survey Monkey with this population.
- Not clear on the vision of the development of the tool.
- Post-eval and sustainability section would be help and effective in process.
- History of creating partnerships with other state agencies.
- Restated the RFP language and minimally expanded.
- Minimal detail on the data collection and analysis section.
- Does not discuss secure processes.
- Does not address providing expertise in data collection, measures, and variables.
- Given example that were not relevant to topic.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: Syra Health Corporation

DATE: 2/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|------------|
| \$99,645.43 | ÷ | \$708,240.00 | x | 25 points | = | 3.5 |

Evaluation Team Comments:

- Budget provided. No other comments.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: University of New England

DATE: 2/9/2024

SUMMARY PAGE

Department Name: Maine Department of Corrections

Name of RFP Coordinator: Sonja Charest

Names of Evaluators: Anthony Cantillo, Brooke Berard, David Simpson, Melissa Caminiti

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | Pass | |
| Any non-profit, for profit, or institution that has five (5) or more years' experience within research and evaluations of federal and/or state grants. | Pass | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 30 | 26 |
| Section III. Proposed Services | 45 | 40 |
| Section IV. Cost Proposal | 25 | 8.9 |
| <u>Total Points</u> | <u>100</u> | <u>74.9</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: University of New England

DATE: 2/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

- Preliminary Information met all criteria, as listed in the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: University of New England

DATE: 2/9/2024

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

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--|----------------------------------|--------------------------------|
| Section II. Organization Qualifications and Experience | 30 | 26 |

Evaluation Team Comments:

I. Overview of the Organization

- Qualifications are listed, they are an educational institution with research background, Maine-based organization, relevant experience for the project.
- Experience and current projects with Maine government agencies.
- Previous grant related experience, academic IRB, access to research libraries.
- Principle staff has experience.
- Past DOJ and MSUD related research.
- Used electronic health record.
- Have their own IRB, resources of the University, used RedCap for secure software for data collections.
- Project descriptions were relevant.
- Minor grammatical errors.
- Narrative is organized.
- Decades of experience working with other organizations to design, implement and evaluate public health and social services projects, and data collection and analysis. And also working with state and national data sets to illustrate progress, needs, priorities and outcomes.
- Use SAS and SPSS software for statistical analysis.

II. Subcontractors

- Yes. Included interpreter services for a subcontractor.

III. Organizational Chart

- Provided. Extensive chart and added all appropriate staff.

IV. Litigation

- Personnel or student-based, no civil suits regarding research.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER: University of New England

DATE: 2/9/2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Availabl e</u> | <u>Points Awarde d</u> |
|--------------------------------|----------------------------------|--------------------------------|
| Section III. Proposed Services | 45 | 40 |

Evaluation Team Comments:

- The narrative is organized, workplan and schedule is provided and clear and concise. Includes direct collaboration with the department.
- Outlines the applicable usage and safeguard of data.
- Organized and efficient use of the engagement in the project, history with vulnerable populations.
- Experience with confidentiality
- Publishing and dissemination of information was clearly defined for protocol. Confidential space for surveys, in-person interviews.
- Full understanding of challenges, use of data to drive practices.
- Identified 6-10 grade reading level for accessibility for population.
- Identified Reporting requirements and ongoing communication for annual reporting/data reporting.
- They discussed the survey in multiple formats and not exceed 20 minutes to complete to improve accessibility.
- Cross source comparison and overdose rate, access to care, etc.
- Identifies data driven support and how to use those results to inform decisions.
- Health equities are listed.
- Does not address incarcerated human subjects specifically and knowledge of the vulnerabilities of this population in participation in research – with consent specifically.
- Bidder reflected an understanding of use of data to drive practices and improve process.
- Bidder demonstrated understanding of potential limitations to data and offered to discuss ways to improve upon tracking.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER: University of New England

DATE: 2/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | ÷ | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|------------|
| \$99,645.43 | ÷ | \$279,570.56 | x | 25 points | = | 8.9 |

Evaluation Team Comments:

Based on formula, bidder receives 8.9 points.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Overview provided. Maine based small business. Profiles provided of principal members, quite detailed. Works cited included extensive involvement in tobacco use studies both within Maine and other states.*

No listed litigation.

2. Subcontractors

None listed.

3. Organizational Chart

Provided.

II. Proposed Services

1. Program & Policy Documentation:

- *Made reference to consent forms, IRB, and MDOC policy. Identified IT security practices*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

2. Reporting Requirements:

- Basic information provided.

3. Data, Survey & Results Requirements:

- Mentions IRB process and usage; IT and cyber security practices; provided survey design and administration description; participation and recruitment description provided; mention of OMS usage; and adherence to BJA conditions. Basic information provided.

4. Collaboration and Meetings:

- Indicated that they would engage with DOC and stakeholders. Provided us of SPSS software as part of analysis framework. Provided work plan.

5. Other Comments:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 02/08/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Expertise in complex research and data analysis*
- High level of education and training in research*
- Focused on efficiency and reducing error.*
- Identified several presentation formats taking different audiences into consideration.*
- Very strong experience in population surveying*
- Concerned there is very little demonstrating the understanding of the challenges with justice-involved or setting*
- Prior experience with MAT programming and access to care project*
- Health indicators project also transfers well and shows experience in wider overlap of issues faced by our population*
- Organization entirely focused on research and analytics*
- Private but align with their mission and what projects they chose to undertake*

2. Subcontractors

- None noted*
- Confused as to why the private IRB or the public university IRB organizations are not mentioned but perhaps this doesn't need to be considered subcontractors – but this does bring in outside persons.*

3. Organizational Chart

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 02/08/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

- *Those identified to oversee this project all have relevant experience with the type of data collection, survey and focus group models, and patients with SUDs or who are involved in other MH systems*
- *Strong academic training*
- *Certifications in highly regarded interviewing skills (RIVA)*
- *Team also has some with clinical backgrounds which would hopefully enhance engagement skills with our population*

4. *Etc.*

- *Prior project – one included SUD patients and overlapping patient population*
- *Altogether the language of the proposal reflects more of a business model, less clinically-based (e.g., “consumer”)*
- *Zero litigation*

II. *Proposed Services*

1. *Program & Policy Documentation:*

- *Acknowledgement of vulnerabilities in consent from this population*
- *Inclusion of both closed and open-ended questions shows an understanding of the need for the qualitative responses*
- *Shows value in patient’s perspectives*
- *May be a lack of understanding of the challenges of having phone interviews*
- *“Complimenting existing” data showed generalization and integration*
- *Additional thought went into how the participant would understand the surveys or interview*

2. *Reporting Requirements:*

- *Very strong ability to communicate findings – varying options given*
- *Appears to meet all needs in terms of analysis and synthesizing in a format that will be useful to Department*
- *They seem capable of meeting all requirements and familiar with the necessary reporting*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 02/08/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

3. *Data, Survey & Results Requirements:*

- *Participants (human subjects) anticipated are relatively low particularly given staffing allotted and reasoning is not outlined*

4. *Collaboration and Meetings:*

- *Team seems flexible and willing to participate in additional discussion as needed*
- *Not as clear who is being assigned to what task within the staffing they propose*

5. *Other Comments:*

- *Unclear if they will have knowledge of the system*
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: February 6, 2024

EVALUATOR NAME: David Simpson

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. *Overview of Organization- PhD and Master's level researcher's. Completed 100,00+ survey's in 35 states. 25 years research history. Well staffed-diverse methodologies for data collection*
2. *Subcontractors- N/A will not be used*
3. *Organizational Chart-included in proposal, Easy to follow. Appreciate the description of duties/resumes .*

II. Proposed Services

1. *Program & Policy Documentation: Meets all criteria of RFP. Brief and to the point.*
2. *Reporting Requirements: Again response speaks directly to language of RFP-*
3. *Data, Survey & Results Requirements: previous projects gaining IRB approval,adhere to BJA conditions. Thorough response. Suggests close collaboration with MDOC throughout development of survey process*
4. *Collaboration and Meetings: will be available for meetings. Comply with timelines and implementation. Full response to RFP listed expectations*
5. *Other Comments: timeline format is easy to review and aggressive. Offers great detail. Response if thorough and well presented. It appears this bidder has capacity to successfully complete all work as listed in the RFP*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 2/8/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization –

- Provided an overview of the organization in terms of types of research done- surveys, focus groups, interviews, etc. Also noted that they have done research for healthcare organizations and difficult to track populations.
- Provided years in the industry (25 years in business, plus researchers with 10 plus years experience).
- Describe staff roles and respective training for each- PhD, Masters, moderators, interviewers. Cross trained and cross-experienced.
- Have organizational affiliations listed
- Use storytelling with reports to capture audiences
- Starts with consulting with team to make sure we know what we want and we get what we want from reports
- Qualitative and Quantitative research conducted- we will need both types
- Sample projects included one with participants who were difficult to reach, OBH project that included SUD, discussed participation in quarterly meetings, using government reporting systems (e.g. SAMHSA forms – thus could likely navigate the BJA systems or reporting structures), presentations to mixed audiences, discussed measuring users experience of systems- all relevant to the the BJA RFP project requirements.

2. Subcontractors

- MDR will not use subcontractors for this project.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

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BIDDER NAME: Market Decisions LLC

DATE: 2/8/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

3. Organizational Chart

- Org chart for company and project included.

II. Proposed Services

1. Program & Policy Documentation:

- This section seems straightforward and complies with the requirements of the RFP. A sample data sharing agreement was not included, but a template for one was offered upon request.

2. Reporting Requirements:

- This section also seems straightforward and complies with RFP. It outlines what will be included and how they will collaborate to complete it. They did not reiterate sub-bullets i and ii, but I'm not sure if that is required or not.

3. Data, Survey & Results Requirements:

- IRB: They have both a private and public IRB that they work with. They understand that our population is characterized as vulnerable. They mentioned project timelines, so seem to be familiar with the timelines of the IRBs they work with.
- Security: They use a Cyber security firm, dual authentication, password protection, encryption, and limits staff who need access. They follow industry security standards (National Institute for Standards and Technology (NIST) Cyber Security Framework (CSF)). They also have a dual factor authentication and password system for sharing files.
- Survey Development-
 - Design surveys with attention to literacy issues as evidenced by references to visual and verbal cues, and simple and straightforward language.
 - Will collect qualitative and quantitative data using both closed and open-ended questions.
 - Will use survey logic so that respondents only need to answer relevant questions. Will do this in both electronic formats and on paper.
 - Will use definitions and plain language.
 - Will collaborate with DOC and incorporate DOC feedback in final instrument.
 - Consents obtained before data collection

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Market Decisions LLC

DATE: 2/8/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

- Survey Administration
 - MDR programs the survey into our Voxco® data collection software for paper, online and telephone surveys. Voxco is a single, integrated platform that is designed to optimize multi-mode studies. This allows us to seamlessly conduct mail surveys with online or telephone follow-ups, maximizing survey response while minimizing interviewing costs. The online platform allows us to develop fully customizable questionnaires—any type of survey from basic to complex.
 - They seem sophisticated in their ability to conduct surveys and to try to minimize costs.
 - Discussed using multiple ways to solicit responses and also using this platform to adjust to where the survey would be taken- eg. Phone or computer.
- Interviews
- Interview guide anticipated to include the following, though will be modified as needed based on collaborating with DOC:
 - Description of the program in their own words
 - Description of how the program is implemented in their own words
 - Successes within the program
 - Barriers related to the program
 - Recommendations for program improvement
- A trained MDR moderator will conduct all interviews for this engagement. Our approach to moderation uses techniques taught at the RIVA Institute of Bethesda, Maryland. Will use probing techniques for deeper answers.
- Will record interviews with permission and transcribe for analysis and reporting.
- Those being interviewed will be identified through self-selection and also through DOC contact efforts.
- Consents signed before surveying begins.
- CORIS- will familiarize selves with CORIS, descriptive stats will be used. Will use chi square and t tests to compare participants and non-participants.
- Recidivism: Will use CORIS data and also MDR will explore other variables such as release location, access to insurance,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

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DATE: 2/8/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

access to evidence-based treatment programs, treatment participants, participant satisfactions with treatment, overdose rate, and fatal overdose rate. MDR plans to incorporate many of these topics into the survey to complement existing data on these topics.

- Will adhere to all BJA requirements.

4. *Collaboration and Meetings:*

- *Will collaborate and lead implementation guide.*
- *Will attend meetings as outlined and schedule and attend others as needed.*
- *Will collaborate and use experience for data collection and analysis.*
- *Use IBM SPSS tools.*
- *Use data quality control and quality checks*
- *Use the following:*
- **Data are weighted to be representative of the population.**
We use multiple approaches to weighting depending on the sampling methodology. o **For probability samples**, we include both base weights and non-response weights to account for unequal probabilities of selection (for stratified samples) and unequal survey non-response.
- o **For non-probability samples**, propensity weighting adjustments use known benchmarks (from the Census, for example) to estimate a probability of selection for each record in a non-probability sample. This approach helps remove coverage and response biases in convenience samples and improves the accuracy of the final survey results.
- o We also include **post-stratification** raking adjustments by key demographics such as age, gender, education, and income to ensure that the final sample matches key demographic characteristics of the population.
- **With the use of SPSS Complex Samples**, we can produce variance estimates that fully account for intra-cluster correlation, unequal weighting, stratification, and without-replacement sampling.

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INDIVIDUAL EVALUATION NOTES**

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DATE: 2/8/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

- • We produce **frequencies, crosstabulations, and data compendiums** for all survey questions for all of our projects.
- • **We offer advanced data analysis:** linear and non-linear regression, cluster analysis, factor analysis, discriminant analysis, conjoint analysis, reliability assessments, multi-dimensional scaling analysis, and perceptual mapping.
- • We provide **GIS mapping and geocoding services** using Tableau software.
- Work plan included and looks reasonable based on RFP proposal.

5. *Other Comments:*

Overall well prepared and thorough. Follows RFP with appropriate detail.

One outstanding question-they reference using self-selection and MDOC staff outreach for respondent participation. Is this for all participation or just the qualitative interviews? Is this because it's such a small sample size that random selection for the qualitative interviews can't be used?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- Provided previous works with colorful detail. Small publicly traded organization. No litigation cited. Listed other projects. Profiles not provided.

2. Subcontractors

- None listed

3. Organizational Chart

- Provided.

II. Proposed Services

1. Program & Policy Documentation:

Cited: consent forms, data sharing agreement, research agreement, and confidentiality. Very brief.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

2. Reporting Requirements:

- Brief description provided.

3. Data, Survey & Results Requirements:

- Shared previous use of data and surveys.

4. Collaboration and Meetings:

- Provided examples of how teams can meet and collaborate.

5. Other Comments:

- *A very busy and confusing outline of the work plan. Felt like a lecture. Profiles listed in generic format and not on the anticipated Appendix. Disorganized structure.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: 02/08/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

- Overview of Organization
 - Experience with DOCs in various states
 - Familiar with the justice-involved populations
 - Minority-owned
 - Prior projects related to SUD services and access issues
 - Based in Indiana
 - Marketing component with outcomes
 - Publicly traded company
- Subcontractors
 - None noted
 - Who is the local consultant?
- Organizational Chart
 - Q: Local Consultant?
 - Q: Resumes attached at end of proposal – did not see these??
 - Having a “Data Visualizer” – clearly they value this aspect of the work and the examples are strong
 - Appreciate that they have a psychologist on staff
- Etc.
 - Link given to see dashboard didn't work but when found the site it was impressively displayed and interactive
- Very strong visuals and seems to have a good understanding of how the presentation of the materials is critical
- Would have been interested in seeing the collaborations with the DOCs mentioned – wondering if these occurred more than 5 years ago

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 02/08/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

II. Proposed Services

- *Program & Policy Documentation:*
 - *Can imagine the use of the dashboard would be very effective and useful for outside agencies/legis and for others*
 - *Culturally sensitive consent process mentioned*
 - *Q: Do they also use an internal or external IRB outside of our own?*
 - *Process of survey development less comprehensive in proposal*
 - *Great detail related to use of data to further programming and understand needs for sustaining*
- *Reporting Requirements:*
 - *Timeline somewhat delayed on getting draft of survey*
 - *Addressed all requirements well related to report and data – concerned about ability for organization to communicate and connect with incarcerated individuals and not have any in-person abilities*
- *Data, Survey & Results Requirements:*
 - *Proposed use of pilot*
 - *Post-eval and sustainability section immensely helpful*
 - *Not entirely clear on the vision for the development of the tool*
 - *Limitations with SurveyMonkey*
 - *Expanded considerations for qualitative reporting*
- *Collaboration and Meetings:*
 - *Good history of creating partnerships with other state agencies*
 - *Willing to participate in all meetings, though seemingly entirely virtually*
- *Other Comments:*
 - *Some minor errors – e.g., references oversight of subcontractors when they aren't proposing use of such*
 - *The writing sample was outstanding – excellent use of resources, digging into different systems and making it reader friendly*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: February 6th and 7th

EVALUATOR NAME: David Simpson

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. Organization Qualifications and Experience
 - 1. Overview of Organization
 - Diverse and well qualified bidder. Provides data that establishes ability to meet deliverables with current infrastructure*
 - 2. Subcontractors
 - Would not be utilizing subcontractors.*
 - 3. Organizational Chart
 - Provided as requested. Easy to read/follow*
- II. Proposed Services
 - 1. Program & Policy Documentation:
 - Included. Will ensure compliance and fidelity to MDOC policies*
 - 2. Reporting Requirements: annual comprehensive evlas covering all stages of project.
 - 3. Data, Survey & Results Requirements:
- III. *Evaluate need for IRB. Work to establish collection processes. Leverage current data..*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: February 6th and 7th

EVALUATOR NAME: David Simpson

EVALUATOR DEPARTMENT: Maine Department of Corrections

1. *Collaboration and Meetings: will partner with BJA TA and commits to attend all meetings-offers transparency with communication and collaboration. Can manage all aspects of the work in-house*

2. *Other Comments: Proposal is well constructed. Aggressive timeline-appreciate commitment to detail*

**STATE OF MAINE
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RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: Syra Health Corporation

DATE: 2/9/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Private sector and government customers
- Health equity- advocate for policies and practices that promote equitable access to health care
- Use diverse technology platforms to create a single patient record
- Start with secondary data collection, then primary data collection, use surveys, focus groups and interviews-
- Do language translation for inclusivity
- Quality Assessments and audits- ensures effective care coordination
- Involves stakeholders in all phases of evaluation (question- does this include potential participants or just DOC as customer? I like the idea of including participants)
- Data analysis tools used: GIS, SQL, Tableau, and Power BI
- Understands and addresses diseases and conditions' economic implications and resource allocation challenges.
- 20 years in business
- Provide these services: info technology consulting and services, data analytics, pop health management, behavioral and mental health and digital health.

- Worked with state and local departments (DMHA and DC Behavioral Health)
 - Use qualitative and quantitative methods to gather data
 - Define short, intermediate and long-term outcomes
 - (and align with CDC requirements – I'm not sure what this means?)
 - Collaborative approach that includes diverse perspectives
 - Experience accessing different data sources – examples given- administrative records and public health databases
 - Use data security and privacy protocols and following, "CDC, HIPPA and specific jurisdiction requirements." (NOTE: They used HIPPA instead of the correct acronym HIPAA)
 - Look at evaluating practices and providing insights for purposes of program effectiveness and scalability
 - There is a list of studies and/or organizations that I am assuming they have worked with- this is very unclear.
 - Worked with Indiana State Epidemiological Outcomes Workgroup SEOW
 - The workgroup used epidemiological data and evidence-based practices to assess the needs of all Indiana residents and youth and to promote physical and mental wellness to combat drug addiction, mental health disorders, and suicide.
 - Syra did annual report, hosted 5 meetings, conducted regional evaluation prevention plan, created drug fact sheet, hosted annual symposium, provided consultation and TA to state and local agencies, identified behavioral health prevention priorities, created special topics reports and a data dashboard.
 - In addition to mental health measures, the prevalence and consequences of substances such as alcohol, tobacco, marijuana, opioids, and stimulants are also tracked in this dashboard.
 -
 - Gap Analysis with DC Department of Behavioral Health
 - Focused on youth- identified services available and barriers to utilization
 - Collected data- youth, parents, healthcare providers- segmented the data by demographics
 - Producing report to drive improvements in availability and quality of of BH services for youth in DC
 - CDC BRFSS system
 - Provided skilled interviewers to do the interviews- translates to our need for people to be interviewed
 - Maricopa County Project
 - Health Equity Training—looks at SDOH and equity issues in access to care and disease patterns, provides tools to address these issues
2. No subcontractor will be used.
 3. Very basic organization chart provided- It looks like rather than a full organization chart, they have only done one for this project, but event this is not entirely clear to me. Ther are no respective job descriptions for personnel

provided per the request in the RFP. This section does not feel like it fully meets the requirements set forth.

II. Scope of Services to be provided

1. Program policy documentation-

- Met standards of RFP

2. Reporting Requirements

- Simply restated RFP language.

3. Data and Survey Result Requirements

- Says they will use IRB if necessary. Does not say which IRB, does not indicate whether they think an IRB will be needed. It says they will manage the submission process.
- Data collection and analysis- minimal details here- essentially restates what is in the RFP. Does not talk about secure processes used by them now or in the past. Does not provide which statistical analysis types will be used- just says "appropriate."

1. In a different section they discuss R, Python and Excel. Minimal description still of analytic types they will use.

- Recidivism- minimal details here- essentially restates what is in the RFP. Does not provide which statistical analysis types will be used- just says various.

4. Collaboration and Meetings

- Again minimal details provided here. Does talk about collaboration and having a dedicated team to make sure milestones are met.
- Does not address providing expertise in data collection, measures, variables, or other areas- no detail or examples given at all.

5. Work Plan

- Work plan contains information that should have been included in the above sections
- Work plan is very detailed and robust

6. Overall Impression-

- Not concise, not well organized, information feels difficult to find vs. following the structure of the RFP.
- There are added items that were not asked for.
- Too many examples, not all relevant.
- Gave one example of data security vendor – Amazon Web Services (should that have been Amazon?), and says they use encryption, multifactor authentication, and role-based limits on data access. This is all good, but I would like to understand better which storage and security services would be employed and what they have used in the past.
- Difficult to follow. I think all aspects are essentially present, but I had to keep jumping between sections and re-read sections multiple times to mine through the information presented. This makes me wonder about the quality of the products that will get delivered to us.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.

Individual Evaluator Comments:

Directions: Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.

I. Organization Qualifications and Experience

1. Overview of Organization

Information provided. Members listed appear to have requisite qualifications for the listed project. Organization appears to have listed requisites for the project. Profile summaries provided of the principal team for the project. Noted that organization is located in Maine.

2. Subcontractors

UNE has included use of a consultant in its bid's Scope of Services, Work Plan, and Cost Proposal. This consultant will provide interpretation and translation services in response to participant needs for alternative languages identified in the course of implementing the survey and/or interviews, as well as the required informed consents

3. Organizational Chart

Provided. Extensive organizational chart.

4. Etc.

Three current projects, two of them surround Maine government agencies. Appears to have direct applicability to this project which would provide a known level of competency.

II. Proposed Services

1. Program & Policy Documentation:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2.9.2024

EVALUATOR NAME: Anthony Cantillo

EVALUATOR DEPARTMENT: Maine Department of Corrections

Proposed process appears clear and aligned with project needs. Reference to MDOC policy, referenced consent forms and the process involved. Appears quite organized.

2. Reporting Requirements:

- Annual reporting with a detailed schedule provided. Appears organized.

3. Data, Survey & Results Requirements:

- Includes direct collaboration with MDOC. Makes request to have access to offender management system. Appears to propose applicable usage of data. Result sharing appears appropriate for the project scope.

4. Collaboration and Meetings:

- Collaborate and take lead on the Evaluation and Data Collection plan as listed in the Program and Implementation Guide set forth by BJA. Attend monthly and quarterly meetings with the program and implementation team as appropriate.
- Provide expertise on data collection, measures, variables, and other applicable areas.
- Comply and collaborate with the timeline and implementation plan set forth by the approved narrative by BJA and the Program and Implementation Guide.

Detailed work plan provided.

5. Other Comments:

Submission is well organized and matches the RFP requirements allowing for an efficient review.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/7/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- *Organization Qualifications and Experience*
 1. *Overview of Organization*
 - *Overall meets requirements*
 - *High level research training and experience*
 - *Previous government issued, grant-driven projects*
 - *Academically guided IRB*
 - *Publication access for literature reviews*
 - *Experience with confidentiality – legal requirements*
 - *PI identified human subject protections expertise – not those who are incarcerated but should be familiar with challenges*
 - *SRC previous DOJ research involvement*
 - *SRC SUD related research*
 - *Q: Will students be participating?*
 - *Q: Has IRB reviewed projects involving those incarcerated?*
 2. *Subcontractors*
 - *Accredited translation services seem appropriate, no questions or concerns.*
 3. *Organizational Chart*
 - *Looks appropriate*
 - *Q: Will students or research assistants be participating?*
 - *Q: Opportunity for students from school of social work to join the selected interviews?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/7/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

4. *Etc.*

- *19M in grant funding – extensive*
- *Other projects section demonstrates experience working with similar populations (i.e., DHHS involved), interview/focus group modality used and use of EHR data*
- *Proposed Services*
 1. *Program & Policy Documentation:*
 - *Overall, meets requirements and addresses all requests*
 - *Comprehensively outlined the plan to meet each project goal*
 - *Does not address incarcerated human subjects specifically and knowledge of the vulnerabilities of this population in participation in research – with consent specifically.*
 - *Acknowledgement of such population when discussing confidentiality.*
 - *Not just publishing but dissemination – good they recognize the need for permission to use for unpublished dissemination, such as conferences*
 - *Strength noting the potential need for in-person interviews given the environment and ensuring there is a confidential space.*
 2. *Reporting Requirements:*
 - *Initial review or pilot of survey helpful to have opportunity for feedback before full implementation*
 - *Timeline is comprehensive and inclusive of all areas requested*
 3. *Data, Survey & Results Requirements:*
 - *Q: SU-related crime and return to custody – for operationalizing: did they calculate the time it will take to be able to track that information – will they be basing this off of title of crime or behavior? General manual needs vs. autogenerated*
 - *Q: Possible to generate reports by end of year or mid-Jan at latest to coincide with other report outs? My work fine given end annual report timeframe.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/7/2024

EVALUATOR NAME: Brooke Berard

EVALUATOR DEPARTMENT: Maine Department of Corrections

- *Q: Why 3 months of analyzing interview data for the first two rounds and 2 months for third round?*

4. *Collaboration and Meetings:*

- *Q: Ability to request PI be present at meetings, if department feels it would be helpful? Perhaps be in attendance quarterly?*

5. *Other Comments:*

- *Bidder reflected an understanding of use of data to drive practices and improve process.*
- *Bidder demonstrated understanding of potential limitations to data and offered to discuss ways to improve upon tracking*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: February 9, 2024

EVALUATOR NAME: David Simpson

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.

Individual Evaluator Comments:

Directions: Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.

I. Organization Qualifications and Experience

1. Overview of Organization Thoroughly provided and supports capacity for this project. Maine based-prior projects with DHHS
2. Subcontractors: Houses of Language for translation and interpreter services which is insightful considering the diverse population served by MDOC
3. Organizational Chart- several attached and seem complete meeting the RFP request

II. Proposed Services

1. Program & Policy Documentation: response addresses all components of the request. Stated extensive experience. Confidentiality policy review/sign off by all staff. Meets all requirements listed by RFP

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
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BIDDER NAME: University of New England

DATE: February 9, 2024

EVALUATOR NAME: David Simpson

EVALUATOR DEPARTMENT: Maine Department of Corrections

2. Reporting Requirements: Yearly evaluations to include progress reports on implementation-understands need for flexibility and shifts. Monthly implementation progress-understands MDOC policy on Research and states planned adherence
3. Data, Survey & Results Requirements: IRB if needed. Parameters for sharing data confidentially is noted with importance. Appropriate planned use for obtaining, cleaning and evaluating existing data explored in response.
4. Collaboration and Meetings: Response addresses all components of the RFP thoroughly.
5. Other Comments: Proposal well written and prepared.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/9/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

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 Lead Evaluator for this RFP.

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Decades of experience working with other organizations to design, implement and evaluate public health and social services projects, and data collection and analysis. And also working with state and national data sets to illustrate progress, needs, priorities and outcomes.
- Center for Excellence in Public Health and the University have combined resources- include IRB, access to research information and journals, and access to HIPAA compliant data collection tools. (Note: in application is states HIPPA compliant- incorrect)
- Secure email and secure file transfer tools, REDCap software for secure and compliant data and survey input.
- Listed out staff members and their respective skill sets including justice system work, healthcare competency work, data tracking and analysis, state and federal reporting, evaluation efforts, experience with IRB.
- Project descriptions are relevant- team designed and administered surveys, plus other validated instruments used to collect data. Use self and interviewer administered methods for data collection.
- Use SAS and SPSS software for statistical analysis.
- Both quantitative and qualitative data collection and analysis methods described.
- Focus groups, interviews, survey design all described. Discussed identifying successes, challenges, and opportunities for future.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/9/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

- Discussed primary and secondary data collection. Worked with state of Maine and MaineCare participants in the past.

2. Subcontractors-

- Will use a subcontractor for interpretation and translation services. All components of RFP met for this section.

3. Organizational Chart-

- Organizational chart for the project and for the UNE CEPH department both included (along with many other less relevant org charts). Description of personnel roles, job descriptions, etc. included in the narrative section and meets the RFP requirements.

II. Proposed Services

1. Program & Policy Documentation:

- CITI online training for Human Subjects Research- consents will comply with these standards
- IRB can be consulted on consent forms as needed
- Referenced 28 CFR part 46 for informed consent
- No more than 10th grade reading level to be used, but will aim for 6-8th grade level, will use alternative languages and other reasonable accommodations.
- Consents collected, transmitted and stored securely per federal guidelines
- Will work toward agreed upon data sharing agreements. Has example agreements from previous projects.
- States that they will comply with policy 1.24 and goes into detail about how they will do so.
- Confirms all staff will sign policies related to confidentiality.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311225

RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult Corrections: Research and Evaluation

BIDDER NAME: University of New England

DATE: 2/9/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

2. Reporting Requirements:

- Narrative met all reporting requirements of RFP. Acknowledges adjustments may be needed as project progresses or if more information becomes available.
- Assures that communication will be such that there will be minimal “surprises” in annual reporting documents. MDOC team will be aware of key findings during regular communications so that the annual report doesn’t include unexpected items.
- Acknowledges that will not share without consent an approval of MDOC.

3. Data, Survey & Results Requirements:

- Work proactively with IRB. Has even told them about submission of this proposal so it will be on the radar. They know that there is time-sensitive data collection needed and they will work with IRB to get approvals necessary to do this collection.
- Zix email encryption, BOX- secure HIPAA compliant data sharing tool. BOX features include the ability to assign different levels of file access to different users, encryption, data leak monitoring and detection, watermarking, malware and ransomware detections, historical file management, and access and audit loggings.
- Experience with developing and administering surveys, an aggregating data. RedCap- highly secure web based platform for universities will be used to collect and store data.
- Survey will be in multiple formats – electronic, webs based, paper, will use branching logic, will not exceed 20 minutes to complete. 6th-10th grade reading level will be used. Language and translation accommodations will be factored in.
- Will align wording of surveys to align with goals and objectives of project and with any other survey collection tools that may allow for cross-source comparisons.
- Will test survey before full implementation., so changes can be made to make sure data collection is high quality at baseline an in subsequent years.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 2/9/24

EVALUATOR NAME: Melissa Caminiti

EVALUATOR DEPARTMENT: Maine Department of Corrections

- Data will be cleaned using standard management protocols.
- Data triangulated for program evaluation.
- 20 people will be randomly selected. Over sampling may be done to ensure we get the full 20 needed for the qualitative interviews.
- Will use Zoom or in-person interviews.
- Will use UNE Zix and BOX encryption, will follow DOC and UNE data security policies.
- UNE expects to use multiple approaches to statistical analysis. Descriptive statistics, comparisons will be tested for statistical significance, multivariate regression. SPSS and SAS will be used.
- UNE will be mindful of the MDOC budget for accommodating other statistical analysis requests.
- Will use recidivism and OD rates, access to care, release location, program participation and other variables to look at recidivism. Will look to see if program impacts recidivism and overdose rates. Will collaborate with MDOC to see if additional analysis would help with reporting requirements or to inform program implementation and development.
- Will adhere to BJA requirements and communicate if for some reason unable to do so.

4. Collaboration and Meetings:

- Met RFP requirements for this section. Will attend meetings, will provide TA/expertise in how to overcome gaps, be data driven, adopt best practices.

5. Work plan

- Comprehensive work plan put forward Seems realistic and achievable.

6. Other Comments:

- Well written, clear, organized. Information is where it was expected to be.
- Examples relevant.
- Health equity considerations included.



**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311225**

**RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation**

I, Anthony Cantillo accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Corrections 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:

Anthony Cantillo

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Signature

2/5/2024

Date



STATE OF MAINE
DEPARTMENT OF CORRECTIONS

Janet T. Mills
Governor

Randall Liberty
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311225

**RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation**

I, Brooke Berard accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Corrections 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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Signature

2/5/2024

Date



**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311225**

**RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
Corrections: Research and Evaluation**

I, David Simpson accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Corrections 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:

David Simpson

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2/6/2024

Signature

Date



**STATE OF MAINE
DEPARTMENT OF CORRECTIONS**

**Janet T. Mills
Governor**

**Randall Liberty
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311225**

**RFP TITLE: Improving Substance Use Disorder Treatment and Recovery for Adult
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I, Melissa Caminiti accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Corrections 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:

Melissa Caminiti

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Signature

2/5/2024

Date