

**State of Maine**  
**Master Score Sheet**

**RFP# 202202014**

**Substance Use Disorder Program**

<b>Bidder Name:</b>		<b>Sanford Police Department</b>	<b>Scarborough Police Department</b>	<b>Falmouth Police Department</b>	<b>Waldo County Sheriff's Office</b>
<b>Proposed Cost:</b>		<b>Requested: \$26,440 Awarded: \$26,440</b>	<b>Request: \$500,000 Awarded: \$350,000</b>	<b>Requested: \$20,000 Awarded: \$20,000</b>	<b>Requested: \$220,000 Awarded: \$103,560</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	N/A	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	30	28	30	20	30
Section III: Proposed Services	40	32	30	15	18
Section IV: Cost Proposal	30	22	15	30	15
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>82</u></b>	<b><u>75</u></b>	<b><u>65</u></b>	<b><u>63</u></b>

## **Request for Applications (RFA) # 202202014 – Summary of Scoring**

The total available funding through RFA # 202202014 was \$500,000. In the prior two years the amount of funding available had been significantly higher at \$750,000. Four applications were received requesting a total of \$766,440. Two applicants were proposing continuing currently funded programs and two were new applicants proposing new projects.

All four applications were scored based on their qualifications and experience, the strengths of their proposed services, and the cost of the project. The two new projects asked for relatively small amounts of funding and the projected use of the funding indicated it would be used to help many individuals. Both of these awards were funded at 100%. For the two continuation projects, although the available funding had decreased by 33% from previously years, both entities requested more money than they had previously received.

To determine what amount of funding should be awarded to each applicant, the scoring committee reviewed what the proposed services were projected to be going forward and what their experience to date had been. We looked to see that the funding was being used in a way to serve individuals at a reasonable cost per person served. It was determined that Scarborough Police Department's Operation Hope served many people over the prior two years at an estimated treatment cost of approximately \$3,500 per person. It was determined that they would receive \$350,000 which is approximately 76% of the funding received in prior years. Waldo County Sheriff's Office (WCSO) had referred a very limited numbers of individuals through their lead program making their cost per person served very high. WCSO had also asked for an increase of 57% in their current application. Based on this information the scoring committee determined that SPD would receive \$103,560, which is approximately 74% of the funding they had previously received. Based on the strengths and weaknesses of the proposals, the scoring committee believed this to be a fair and reasonable way to determine who received what amount of funding.

**Coates, Kendra**

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**From:** Coates, Kendra  
**Sent:** Monday, May 2, 2022 4:21 PM  
**To:** Eric H. Small  
**Cc:** Bosse, Lisa  
**Subject:** Substance Use Disorder Program RFA 202202014 notification letter  
**Attachments:** SanfordPDnotificationletter.pdf

Hi Deputy Chief Small,

I am forwarding your award letter for the Substance Use Disorder Program. Please let us know if you have any questions.

Thanks,

Kendra

Kendra Coates  
Assistant to the Commissioner  
Department of Public Safety  
45 Commerce Drive, Suite 1  
Augusta, ME 04333  
Phone (207) 620-2955  
Fax (207) 287-3042  
Pronouns: she, her, hers



**Janet Mills**  
Governor

**STATE OF MAINE**  
**DEPARTMENT OF PUBLIC SAFETY**



**Michael J. Sauschuck**  
Commissioner

May 2, 2022

Sanford Police Department  
Attn: Deputy Chief Eric Small  
935 Main Street  
Sanford, ME 04073

**SUBJECT:** Notice of Conditional Contract Award, Request for Applications (RFA) # 202202014:  
Substance Use Disorder Program

Dear Deputy Chief Small,

This letter is regarding the subject Application Request, issued by the State of Maine Department of Public Safety (DPS) for the Substance Use Disorder Program . DPS has evaluated the proposals and are hereby announcing their conditional contract awards to the following bidders:

- Sanford Police Department
- Scarborough Police Department
- Falmouth Police Department
- Waldo County Sheriff's Office

The bidders listed above received the evaluation team's highest rankings. DPS will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, 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 DPS 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 DPS is executed. DPS further reserves the right to cancel this Notice of Conditional Contract Award at any time before the execution of a written contract.

As stated in the RFA, following the announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act, 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,



Kendra Coates  
Assistant to the Commissioner  
Maine Department of Public Safety  
104 State House Station  
45 Commerce Drive, Suite One  
Augusta, ME 04333-0104  
Kendra.Coates@maine.gov

### **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).

## Coates, Kendra

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**From:** Coates, Kendra  
**Sent:** Monday, May 2, 2022 4:23 PM  
**To:** Lauren Dembski-Martin  
**Cc:** Bosse, Lisa  
**Subject:** Substance Use Disorder Program RFA 202202014 notification letter  
**Attachments:** SPDnotificationletter.pdf

Hi Lauren,

I am forwarding your award letter for the Substance Use Disorder Program. Please let us know if you have any questions.

Thanks,

Kendra

Kendra Coates  
Assistant to the Commissioner  
Department of Public Safety  
45 Commerce Drive, Suite 1  
Augusta, ME 04333  
Phone (207) 620-2955  
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STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY



Janet Mills  
Governor

Michael J. Sauschuck  
Commissioner

May 2, 2022

Scarborough Police Department  
Attn: Lauren Dembski-Martin  
275 US Route 1  
Scarborough, ME 04074

SUBJECT: Notice of Conditional Contract Award, Request for Applications (RFA) # 202202014:  
Substance Use Disorder Program

Dear Ms. Dembski-Martin,

This letter is regarding the subject Application Request, issued by the State of Maine Department of Public Safety (DPS) for the Substance Use Disorder Program. DPS has evaluated the proposals and are hereby announcing their conditional contract awards to the following bidders:

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- Scarborough Police Department
- Falmouth Police Department
- Waldo County Sheriff's Office

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## Coates, Kendra

---

**From:** Coates, Kendra  
**Sent:** Monday, May 2, 2022 4:49 PM  
**To:** John F. Kilbride  
**Cc:** Bosse, Lisa  
**Subject:** Substance Use Disorder Program RFA 202202014 notification letter  
**Attachments:** FalmouthPDnotificationletter.pdf

Hi Chief Kilbride,

I am forwarding your award letter for the Substance Use Disorder Program. Please let us know if you have any questions.

Thanks,

Kendra

Kendra Coates  
Assistant to the Commissioner  
Department of Public Safety  
45 Commerce Drive, Suite 1  
Augusta, ME 04333  
Phone (207) 620-2955  
Fax (207) 287-3042  
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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**



**Janet Mills  
Governor**

**Michael J. Sauschuck  
Commissioner**

May 2, 2022

Falmouth Police Department  
Attn: Chief John Kilbride  
2 Marshall Drive  
Falmouth, ME 04105

**SUBJECT: Notice of Conditional Contract Award, Request for Applications (RFA) # 202202014:  
Substance Use Disorder Program**

Dear Chief Kilbride,

This letter is regarding the subject Application Request, issued by the State of Maine Department of Public Safety (DPS) for the Substance Use Disorder Program . DPS has evaluated the proposals and are hereby announcing their conditional contract awards to the following bidders:

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Maine Department of Public Safety  
104 State House Station  
45 Commerce Drive, Suite One  
Augusta, ME 04333-0104  
Kendra.Coates@maine.gov

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**Coates, Kendra**

---

**From:** Coates, Kendra  
**Sent:** Monday, May 2, 2022 4:25 PM  
**To:** Jason Trundy  
**Cc:** Bosse, Lisa  
**Subject:** Substance Use Disorder Program RFA 202202014 notification letter  
**Attachments:** WCSOnotificationletter.pdf

Hi Chief Deputy Trundy,

I am forwarding your award letter for the Substance Use Disorder Program. Please let us know if you have any questions.

Thanks,

Kendra

Kendra Coates  
Assistant to the Commissioner  
Department of Public Safety  
45 Commerce Drive, Suite 1  
Augusta, ME 04333  
Phone (207) 620-2955  
Fax (207) 287-3042  
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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**



**Janet Mills  
Governor**

**Michael J. Sauschuck  
Commissioner**

May 2, 2022

Waldo County Sheriff's Office  
Attn: Chief Deputy Jason Trundy  
6 Public Safety Way  
Belfast, ME 04915

**SUBJECT:** Notice of Conditional Contract Award, Request for Applications (RFA) # 202202014:  
Substance Use Disorder Program

Dear Chief Deputy Trundy,

This letter is regarding the subject Application Request, issued by the State of Maine Department of Public Safety (DPS) for the Substance Use Disorder Program . DPS has evaluated the proposals and are hereby announcing their conditional contract awards to the following bidders:

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- Falmouth Police Department
- Waldo County Sheriff's Office

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kendra Coates". The signature is fluid and cursive, with the first name "Kendra" written in a larger, more prominent script than the last name "Coates".

Kendra Coates  
Assistant to the Commissioner  
Maine Department of Public Safety  
104 State House Station  
45 Commerce Drive, Suite One  
Augusta, ME 04333-0104  
Kendra.Coates@maine.gov

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
RFP TITLE: Substance Use Disorder Program  
BIDDER: Sanford Police Department  
DATE: 4/27/22

**SUMMARY PAGE**

**Department Name:** Department of Public Safety  
**Name of RFP Coordinator:** Kendra Coates  
**Names of Evaluators:** Sam Hurley, Amy Heino, Katherine Coutu

---

<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>28</b>
Section III. Proposed Services	<b>40</b>	<b>32</b>
Section IV. Cost Proposal	<b>30</b>	<b>22</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>82</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202202014**  
**RFP TITLE: Substance Use Disorder Program**  
**BIDDER: Sanford Police Department**  
**DATE: 4/27/22**

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>28</b>

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**Evaluation Team Comments:**

Clearly defined what they would be doing

Social workers on the team are experienced with mental health and addiction

CCAR trained

Already do a lot of this work and have relationships with relevant partners

Work with HOUSE program

Question was where is the line between clinical patient management and policing. Where does one role begin and end.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
 RFP TITLE: Substance Use Disorder Program  
 BIDDER: Sanford Police Department  
 DATE: 4/27/22

**EVALUATION OF SECTION III  
Proposed Services**

	Points Available	Points Awarded
Section III. Proposed Services	40	32

**Evaluation Team Comments:**

Not clear who will be doing what and when they would be doing it  
 Good job describing what will be done  
 A little confusing to follow

**EVALUATION OF SECTION IV  
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷		x	30 points	=	22

**Evaluation Team Comments:**

Put one number (\$24,000) on the first page and then added in cell phones on the detailed budget page  
 Cost for cell phones seemed really high  
 Cost detail seemed vague but overall, the ask seemed reasonable

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
RFP TITLE: Substance Use Disorder Program  
BIDDER: Scarborough Police Department  
DATE: 4/27/22

**SUMMARY PAGE**

**Department Name:** Department of Public Safety  
**Name of RFP Coordinator:** Kendra Coates  
**Names of Evaluators:** Sam Hurley, Amy Heino, Katherine Coutu

---

<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>
Section III. Proposed Services	<b>40</b>	<b>30</b>
Section IV. Cost Proposal	<b>30</b>	<b>15</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>75</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
RFP TITLE: Substance Use Disorder Program  
BIDDER: Scarborough Police Department  
DATE: 4/27/22

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>

**Evaluation Team Comments:**

- Good identification of need
- Continuation project
- Partnership with PRCC
- Have been doing this work for six years

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202202014**  
**RFP TITLE: Substance Use Disorder Program**  
**BIDDER: Scarborough Police Department**  
**DATE: 4/27/22**

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40</b>	<b>30</b>

**Evaluation Team Comments:**

- How does appropriate level of care work?
- Do not detail navigator level of care
- More info in the report then the actual application'
- Did not outline it well in the application
- Serve many people through the project

**EVALUATION OF SECTION IV  
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷		<b>x</b>	<b>30 points</b>	<b>=</b>	<b>15</b>

**Evaluation Team Comments:**

- Broke out cost per participant at approximately \$3,500 per person which seems reasonable
- Numbers don't add up
- Served 657 people over six years

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
RFP TITLE: Substance Use Disorder Program  
BIDDER: Falmouth Police Department  
DATE: 4/27/22

**SUMMARY PAGE**

**Department Name:** Department of Public Safety  
**Name of RFP Coordinator:** Kendra Coates  
**Names of Evaluators:** Sam Hurley, Amy Heino, Katherine Coutu

---

<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>20</b>
Section III. Proposed Services	<b>40</b>	<b>15</b>
Section IV. Cost Proposal	<b>30</b>	<b>30</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>65</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202202014**  
**RFP TITLE: Substance Use Disorder Program**  
**BIDDER: Falmouth Police Department**  
**DATE: 4/27/22**

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>20</b>

**Evaluation Team Comments:**

- Officer had a lot of training and experience but no credentials.
- No note of clinical experience but has been performing the work since 2/20.
- Interacted with 77 people since 2020 but vague on the details of what she provides to them.
- How do they interact with OPTIONS?
- Sounds just like OPTIONS so are they duplicating the OPTIONS program?
- If this funding is tied to a person what happens if she leaves>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
 RFP TITLE: Substance Use Disorder Program  
 BIDDER: Falmouth Police Department  
 DATE: 4/27/22

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40</b>	<b>15</b>

**Evaluation Team Comments:**

- Very Vague
- What does the day to day work look like?
- No defined goals and objectives.

**EVALUATION OF SECTION IV  
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷		x	<b>30 points</b>	=	<b>30</b>

**Evaluation Team Comments:**

- Easy to understand
- Clearly described what is being requested

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202202014**  
**RFP TITLE: Substance Use Disorder Program**  
**BIDDER: Waldo County Sheriff's Office**  
**DATE: 4/27/22**

**SUMMARY PAGE**

**Department Name:** Department of Public Safety  
**Name of RFP Coordinator:** Kendra Coates  
**Names of Evaluators:** Sam Hurley, Amy Heino, Katherine Coutu

---

<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>
Section III. Proposed Services	<b>40</b>	<b>18</b>
Section IV. Cost Proposal	<b>30</b>	<b>15</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>63</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
RFP TITLE: Substance Use Disorder Program  
BIDDER: Waldo County Sheriff's Office  
DATE: 4/27/22

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>

**Evaluation Team Comments:**

- All subcontracted and the subcontractors have the experience
- No vested interest
- Continuation program, they have been doing this work

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202202014  
 RFP TITLE: Substance Use Disorder Program  
 BIDDER: Waldo County Sheriff's Office  
 DATE: 4/27/22

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40</b>	<b>18</b>

**Evaluation Team Comments:**

- Unclear on the number of referrals through the program and how they got to the numbers
- Struggle to understand
- Continuation project with low number of participants through the project in previous two years

**EVALUATION OF SECTION IV  
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
	÷		x	<b>30 points</b>	=	<b>15</b>

**Evaluation Team Comments:**

- Numbers don't add up
- Unclear on what is being done
- Continuation project, asking for over 50% more then in previous two years

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202202014  
RFA TITLE: Substance Use Disorder Program  
BIDDER NAME: Sanford Police Dept.  
DATE: April 27, 2022  
EVALUATOR NAME: J. Sam Hurley  
EVALUATOR DEPARTMENT: Dept. of Public Safety/ Maine EMS

\*\*\*\*\*

**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 RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience

This seems to be a new project that they don't really have a ton of experience managing. Where does the line exist between clinical patient management, policing, and government support. I don't think that this precludes the applicant but I think it's an interesting conversation to be held.

2. Proposed Services

a. Duration of Project

One-year of support. I would like to see a sustainability model for moving forward. Are they going to lay this person off next year if they cannot source the \$24K?

b. Description of Project

3. Budget – Anticipated grant related expenses

The cost proposal and budget narrative form don't match for the cell phone and related expenses. It's also hard for me to imagine paying someone \$60K with benefits included at the social worker level.

4. Is this project a continuation of a previously funded project?

They indicated yes but it sounds novel to me b/c they don't even have this person on staff at this time.

5. Are all required forms included?

Yes

6. Other relevant information

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Scarborough Police Dept.

**DATE:** April 27, 2022

**EVALUATOR NAME:** J. Sam Hurley

**EVALUATOR DEPARTMENT:** Dept. of Public Safety/Maine EMS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience

Extensively qualified

2. Proposed Services

a. Duration of Project

Slightly confused as to how long the funding is anticipated to last, until it runs out?

b. Description of Project

Would have liked to have seen greater detail about expanding it statewide and greater information about building partnerships. Their report says that 30% of the people didn't complete the program because of "issues" with the program requirements. What does that mean?

3. Budget – Anticipated grant related expenses

The dollar amount listed in the application (\$300K) and the budget, do not match. Are they requesting \$300K or \$500K?

4. Is this project a continuation of a previously funded project?

Yes

5. Are all required forms included?

Yes

6. Other relevant information

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Falmouth Police Department

**DATE:** April 27, 2022

**EVALUATOR NAME:** J. Sam Hurley

**EVALUATOR DEPARTMENT:** Dept. of Public Safety/Maine EMS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience

Seems that there is added benefit to this program with over 70 people assisted in the first two years of the program.

2. Proposed Services

a. Duration of Project

Would like to have seen more information about the sustainability of the project post-grant funding.

b. Description of Project

A little vague about what this individual offers vs. existing programming (i.e., OPTIONS). Would they get greater impact by connecting to existing programming rather than being dependent on one staff person.

3. Budget – Anticipated grant related expenses

Is the need there? Is she having to turn people away?

4. Is this project a continuation of a previously funded project?

Yes, this was a project funded by the town.

5. Are all required forms included?

Yes

6. Other relevant information

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Waldo County Sheriff

**DATE:** April 27, 2022

**EVALUATOR NAME:** J. Sam Hurley

**EVALUATOR DEPARTMENT:** Dept. of Public Safety/Maine EMS

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience

This organization has little experience providing this direct work; instead, they bring on a contractor to provide the services which calls into question the sustainability of the programming going forward after grant funds are expended and/or no longer available.

2. Proposed Services

a. Duration of Project

No additional notes

b. Description of Project

Comprehensive programming that will be outsourced to a contractor. Emphasis on jail related activities vs. pre-arrest/prevention work.

3. Budget – Anticipated grant related expenses

Interested that the budget increased from previous funding from \$109K to \$189K

4. Is this project a continuation of a previously funded project?

Yes

5. Are all required forms included?

Yes

6. Other relevant information

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202202014  
RFA TITLE: Substance Use Disorder Program  
BIDDER NAME: Sanford Police Department  
DATE: 4/26/22  
EVALUATOR NAME: Amy Heino  
EVALUATOR DEPARTMENT: DHHS, OBH

\*\*\*\*\*  
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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience  
CCAR trained; social workers; good list of partnerships.
  
2. Proposed Services
  - a. Duration of Project  
1 year – 7/1/22-7/1/23
  
  - b. Description of Project  
Case management coordination – 16 hours per week for a Mental Health First Responder to perform case management duties for individuals with SUD, arrested for misdemeanors, are being released from incarceration, and before interaction with law enforcement (could include individuals experiencing homelessness and mental health crisis). Clinician? Social worker credentials?
  
3. Budget – Anticipated grant related expenses  
\$24,000 or \$26,440? Numbers don't match.  
Page 10 – dollar amount of application: \$24,000  
Page 16 – total request: \$26,440 - \$24,000 for salary (\$60,000 + benefits); \$1,000 for cell phone; \$1,440 for cell phone plan (\$120/month). Why so much for phone?  
Page 14 – grant \$ to supplement salary of MH and addiction-trained social worker (Mental Health First Responder) to work 16 hrs/week on dedicated CM for individuals with SUD.
  
4. Is this project a continuation of a previously funded project?  
No.
  
5. Are all required forms included?  
Yes.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Sanford Police Department

**DATE:** 4/26/22

**EVALUATOR NAME:** Amy Heino

**EVALUATOR DEPARTMENT:** DHHS, OBH

6. Other relevant information  
Partnership with OPTIONS Program



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014  
**RFA TITLE:** Substance Use Disorder Program  
**BIDDER NAME:** Scarborough Police Department  
**DATE:** 4/26/22  
**EVALUATOR NAME:** Amy Heino  
**EVALUATOR DEPARTMENT:** DHHS, OBH

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience  
Program running 6 years. Partner with PRCC.
  
2. Proposed Services
  - a. Duration of Project  
13 months – 5/1/22-5/31/23
  
  - b. Description of Project  
Operation HOPE (the Heroin – Opiate Prevention Effort) – helps individuals find recovery options, will expand beyond opiate only substance use.  
  
“Voices of Hope” documentary series – to reduce stigma associated with drug and alcohol dependency, teach about SUD, promote recovery services, and reduce the number of young people who use drugs and alcohol.
  
3. Budget – Anticipated grant related expenses  
\$300,000 or \$500,000? Numbers don't match.  
Page 1 – dollar amount of application: \$300,000  
Page 6 – total request: \$500,000 - \$60,000 for expansion of the “Voices of Recovery” documentary series and campaign; \$440,000 for recovery and treatment scholarships/travel expenses for 125 individuals (\$3,500 per participant). Where did they get 125? Numbers down? Voices of Recovery raises funds to offset costs (page 11 - \$30,000 anticipated).  
Expanding to 12-piece documentary + campaign.
  
4. Is this project a continuation of a previously funded project?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Scarborough Police Department

**DATE:** 4/26/22

**EVALUATOR NAME:** Amy Heino

**EVALUATOR DEPARTMENT:** DHHS, OBH

Yes (see App A – Progress Report). Operation HOPE (the Heroin – Opiate Prevention Effort), began 10/1/15, served 657 individuals in 6 years. “Voices of Recovery” active at least the past year, will be reformatting and expanding content.

5. Are all required forms included?

Yes.

6. Other relevant information

Partnering with existing State programs?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014  
**RFA TITLE:** Substance Use Disorder Program  
**BIDDER NAME:** Falmouth Police Department  
**DATE:** 4/26/22  
**EVALUATOR NAME:** Amy Heino  
**EVALUATOR DEPARTMENT:** DHHS, OBH

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience  
Any clinical/experience other than CCAR? What are her credentials?
  
2. Proposed Services
  - a. Duration of Project  
13 months – 5/1/22-5/31/23
  
  - b. Description of Project  
Operation PHOENIX (Providing Hope and Opportunity through Education, Networking, and Information Exchange) – Falmouth PD Recovery Coach Program. Falmouth PD officer, also fully certified Recovery Coach to work to establish partnerships within the recovery community to find pathways for individuals with SUD. Operation PHOENIX began in 2020, operating budget exhausted. Officer Kathleen Oelschlegel – CCAR (Connecticut Community for Addiction Recovery Coach Academy) certified – has assisted 77 individuals towards recovery. What happens if she leaves? How is she “finding pathways”?
  
3. Budget – Anticipated grant related expenses  
Page 1 – dollar amount of application: \$20,000  
Page 14 – total request: \$20,000 – part time salary, 800 hours.
  
4. Is this project a continuation of a previously funded project?  
No.
  
5. Are all required forms included?  
Yes.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Falmouth Police Department

**DATE:** 4/26/22

**EVALUATOR NAME:** Amy Heino

**EVALUATOR DEPARTMENT:** DHHS, OBH

6. Other relevant information

How does this work with OPTIONS? PHOENIX seems very similar to OPTIONS, started around the same time – any coordination?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014  
**RFA TITLE:** Substance Use Disorder Program  
**BIDDER NAME:** Waldo County Sheriff's Office  
**DATE:** 4/26/22  
**EVALUATOR NAME:** Amy Heino  
**EVALUATOR DEPARTMENT:** DHHS, OBH

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience  
Subcontractors with experience.
  
2. Proposed Services
  - a. Duration of Project  
13 months – 5/1/22-5/31/23
  
  - b. Description of Project  
Continuation and expansion of LEAD (Law Enforcement Assisted Diversion) Program and continuation of development of CLU (Community Liaison Officer) Program. 32 referrals to 111? RJP – 4 and 4 referrals. Why such low #s? Why the additional position needed for low numbers? What exactly are they doing? Tied to 1 position?
  
3. Budget – Anticipated grant related expenses  
Page 2 – dollar amount of application: \$220,000  
Page 7 – total request: \$220,000 – “Other: This funding will allow our partners to fulfill their responsibilities in this proposal”.  
Page 13 – RJP: \$30,610; VOA: \$189,390. Matching \$118,700.  
Page 15 – VOA: 1 full time CLO in Knox County and 1 full time CM in Knox County Jail.  
RJP: up to 8 hours per week for Waldo and Knox County Harm Repair Managers to dedicate to LEAD – 2 hours: volunteer engagement and support; 2 hours: community meetings, outreach, program, and stakeholder development (ride alongs, new officer orientation, etc.), and supervision). → What are the other hours for? What are they doing?
  
4. Is this project a continuation of a previously funded project?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202202014

**RFA TITLE:** Substance Use Disorder Program

**BIDDER NAME:** Waldo County Sheriff's Office

**DATE:** 4/26/22

**EVALUATOR NAME:** Amy Heino

**EVALUATOR DEPARTMENT:** DHHS, OBH

Yes, LEAD Program is a continuation of funding – past year funding: \$109,536 to VOA for 1 year; \$30,610 to RJP. Why such an increase?

5. Are all required forms included?

Yes.

6. Other relevant information

Page 16 – very low numbers out of RJP.

Included VOA/RJP letters of support, MOU with VOA.

Coordinate with existing state resources?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA# 202202014  
RFA Title: SUD Program  
Bidder Name: Sanford PD  
Date: 4/26/2022  
Evaluator name: Katherine Coutu, MSW, LADC  
Evaluator Department: OBH

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience- MHU Team, clinical SW on staff.
2. Proposed Services
  - a. Duration of Project 5/1/22-5/31/23
  - b. Description of Project- Community connections for individuals committing low-level crimes related to MH/SUD issues. Unclear exactly how this service will be provided and who will provide the service-Officer/clinician-both? Many community collaborations.
3. Budget -\$26, 440. (Numbers do not add up)
4. Is this project a continuation of a previously funded project? No. Appears to be an expansion of an existing program
5. Are all required forms included? Yes.
6. Other relevant information- Currently collaborating with the OPTIONS Liaison. Many community based collaborations. Sustainability??

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA#** 202202014

**RFA Title:** SUD Program

**Bidder Name:** Scarborough PD

**Date:** 4/26/2022

**Evaluator name:** Katherine Coutu, MSW, LADC

**Evaluator Department:** OBH

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience- Navigator-Experienced.
2. Proposed Services
  - a. Duration of Project 5/1/22-5/31/23
  - b. Description of Project- Scholarships to uninsured individuals to cover the cost of treatment. Providing this service for years. Expansion of Voices of Recovery documentary series.
3. Budget – Anticipated grant related expenses \$300k? \$500k? Not clear as the numbers do not add up.
4. Is this project a continuation of a previously funded project? Yes
5. Are all required forms included? Yes.
6. Other relevant information- Who determines appropriate LOC? New partnership with PRCC could be helpful to better align appropriate services for individuals seeking treatment.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA# 202202014  
RFA Title: SUD Program  
Bidder Name: Falmouth PD  
Date: 4/26/2022  
Evaluator name: Katherine Coutu, MSW, LADC  
Evaluator Department: OBH

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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

1. Organization Qualifications and Experience- Unclear. Question clinical experience.
2. Proposed Services
  - a. Duration of Project 5/1/22-5/31/23
  - b. Description of Project- Operation PHOENIX. LE-Recovery Coach. Vague description, no clearly defined goals and objectives. What are we funding?
3. Budget –Part time salary(Numbers do not add up). Not sure \$20k
4. Is this project a continuation of a previously funded project? No. Appears to be an expansion of an existing program
5. Are all required forms included? Yes.
6. Other relevant information- Extensive training of the LE Officer. Not sure how this work will be performed. No clear goals/objectives. What if this officer were to leave are there other qualified staff to replace? Sustainability??

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA#** 202202014

**RFA Title:** SUD Program

**Bidder Name:** Waldo PD

**Date:** 4/26/2022

**Evaluator name:** Katherine Coutu, MSW, LADC

**Evaluator Department:** OBH

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. Organization Qualifications and Experience- Much of the work is subcontracted. Subcontractors are experienced.
2. Proposed Services
  - a. Duration of Project 5/1/22-5/31/23
  - b. Description of Project- LEAD Diversion Program. Unclear how many individuals were served by this program. What exactly are we funding.
3. Budget -\$220k.
4. Is this project a continuation of a previously funded project? Yes
5. Are all required forms included? Yes.
6. Other relevant information- Community Liaison/Project restoration. Does the county have any "teeth" in this project? Sustainability??



STATE OF MAINE  
DEPARTMENT OF Public Safety

Janet T. Mills  
Governor

Michael Sauschuck  
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT  
RFA #: 202202014  
RFA TITLE: Substance Use Disorder Program

I, (print name at right) Katherine Coutts  
accept the offer to become a member of the Request for Application (RFA) Evaluation Team for the State of Maine Department of Public Safety. 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 RFA.

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 RFA 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 Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Katherine Coutts, MSW, LADC. 4/26/22  
Signature Date



STATE OF MAINE  
DEPARTMENT OF Public Safety

Janet T. Mills  
Governor

Michael Sauschuck  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202202014**  
**RFA TITLE: Substance Use Disorder Program**

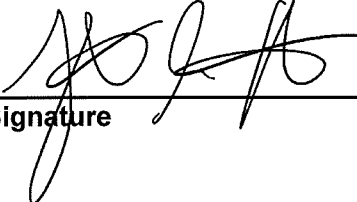
I, J. Sam Hurley accept the offer to become a member of the Request for Application (RFA) Evaluation Team for the State of Maine Department of Public Safety. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

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Signature

April 19, 2022  
Date



STATE OF MAINE  
DEPARTMENT OF Public Safety

Janet T. Mills  
Governor

Michael Sauschuck  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202202014**  
**RFA TITLE: Substance Use Disorder Program**

I, (print name at right) Amy M. Heino  
accept the offer to become a member of the Request for Application (RFA) Evaluation Team for the State of Maine Department of Public Safety. 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 RFA.

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Signature

4/26/22  
Date