

State of Maine
Master Score Sheet

RFA# 202212196						
Strengthening Maine's Workforce – Round 2						
Bidder Name:		Bangor Adult & Community Education	Augusta Adult & Community Education	OOB/Saco Adult & Community Education	Lewiston Adult Education	
Proposed Cost:		\$93,396	\$91,601.93	\$200,000	\$200,000	
Scoring Sections		Points Available				
Section I: Preliminary Information		Pass/Fail	Pass	Pass	Pass	Pass
Section II: Specification of Work		75	65	57	60	60
Section III: Project Budget		25	25	17	15	15
TOTAL		<u>100</u>	<u>90</u>	<u>74</u>	<u>75</u>	<u>75</u>
Bidder Name:		Westbrook Adult Education	Mid Maine Regional Adult & Community Education	Merrymeeting Adult Education	VTEC	
Proposed Cost:		\$206,750	\$82,650	\$174,096	\$200,000	
Scoring Sections		Points Available				
Section I: Preliminary Information		Pass/Fail	Pass	Pass	Pass	Fail
Section II: Specification of Work		75	36	70	58	N/A
Section III: Project Budget		25	10	20	8	N/A
TOTAL		<u>100</u>	<u>46</u>	<u>90</u>	<u>66</u>	<u>N/A</u>



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

March 8th, 2023

Greg Leavitt, Director of Adult Education
Bangor Adult and Community Education
121 York Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Greg,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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- Lewiston Adult Education
- Mid Maine Regional Adult and Community Education
- Merrymeeting Adult Education

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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,

DocuSigned by:

5A48E91E6916439...

Megan Dichter
State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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
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**Pender Makin
Commissioner**

March 8th, 2023

Kayla Sikora, Director of Adult Education
Augusta Adult and Community Education
40 Pierce Drive, Suite 3
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Kayla,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**Pender Makin
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March 8th, 2023

David Durkee, Director of Adult Education
OOB/Saco Adult and Community Education
40 EE Cummings Blvd.
Old Orchard Beach, ME 04064

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear David,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,

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5A48E91E6916439...

Megan Dichter
State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**STATE OF MAINE
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Governor**

**Pender Makin
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March 8th, 2023

Jennifer Tiner, Director of Adult Education
Lewiston Adult and Community Education
145 Birch Street
Lewiston, ME 04240

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Jen,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

DocuSigned by:

5A48E91E6916439...

Megan Dichter
State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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Governor**

**Pender Makin
Commissioner**

March 8th, 2023

Shellie Pride, Director of Adult Education
Westbrook Adult and Community Education
117 Stroudwater Street
Westbrook, ME 04092

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Shellie,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

DocuSigned by:

5A48E91E6916439...

Megan Dichter
State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**STATE OF MAINE
DEPARTMENT OF EDUCATION**

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Governor**

**Pender Makin
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March 8th, 2023

Hannah Bard, Director of Adult Education
Mid Maine Regional Adult and Community Education
25 Messalonskee Avenue
Waterville, ME 04901

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Hannah,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

DocuSigned by:

5A48E91E6916439...

Megan Dichter
State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

March 8th, 2023

Allen Lampert, Director of Adult Education
Merrymeeting Adult Education
50 Republic Avenue
Topsham, ME 04086

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Allen,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

DocuSigned by:

Megan Dichter

5A48E91E6618439
Megan Dichter

State Director of Adult Education
Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

March 8th, 2023

Stacie Schelzi
VTEC Inc.
343 Gorham Road
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFA #202212196

Dear Stacie,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Strengthening Maine's Workforce. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Workforce Development & Innovative Pathways
Maine Department of Education
23 State House Station, 5th Floor
Augusta, ME 04333-0023

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Bangor Adult & Community Education
DATE: 2/24/23

Instructions: The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team’s consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	65
Criteria III. Budget	25	25
<u>Total Points</u>	<u>100</u>	<u>90</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Meets all requirements
 No connection to Navigator

EVALUATION OF CRITERIA II
Specifications of work to be performed

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	65

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview – Clear, concise, easy to follow*
- B. Identification of Need – Y. Growing need with evidence of specific numbers.*
- C. Project Description - Clear*
- D. Project design addresses priority area(s) for eligible populations – Yes, covers all eligible populations*
- E. Connections to Navigators - N*
- F. Project timeline with milestone dates Overview - Y*

Q – Sustainability of program. Connection to other restaurants. June start date - could this be sooner if contract approved. Could a connection be made to a Navigator.

EVALUATION OF CRITERIA III
Budget

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	25

Evaluation Team Comments:

II. Project Budget

- *Budget form – Y, clear*
- *Budget narrative - Y*

Clear, easy to follow budget.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Augusta Adult & Community Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	57
Criteria III. Budget	25	17
<u>Total Points</u>	<u>100</u>	<u>74</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Healthcare ELL programming
Partnership with Maine General

EVALUATION OF CRITERIA II
Specifications of work to be performed

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	57

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview – Increasing capacity and new pre-health class*
- B. Identification of Need – Y Has the need changed over time.*
- C. Project Description – Y clear*
- D. Project design addresses priority area(s) for eligible populations Y*
- E. Connections to Navigators - Y*
- F. Project timeline with milestone dates Overview - Y*

Q: Separation of existing and new program. Length and intensity of instruction. What support for independent learning. More info on need identification.

EVALUATION OF CRITERIA III
Budget

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	17

Evaluation Team Comments:

III. Project Budget

- *Budget form - Y*
- *Budget narrative – Q Burlington course setup costs. Has this already been setup. How Is CASAS assessment testing being currently funded. Concern about supplanting services already in place.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: OOB/Saco Adult & Community Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	60
Criteria III. Budget	25	15
<u>Total Points</u>	<u>100</u>	<u>75</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Healthcare and Retail Career Pathways
Connection to York Navigator

**EVALUATION OF CRITERIA II
Specifications of work to be performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	60

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview - Y Expansion of Healthcare and Retail opportunities across the hub*
- B. Identification of Need – Y but data sources covered healthcare. None for retail.*
- C. Project Description Y – lots of components, how do they all fit together. Clarify role of workforce integration specialist*
- D. Project design addresses priority area(s) for eligible populations - Y*
- E. Connections to Navigators - Y*
- F. Project timeline with milestone dates Overview – Spring 2023 start a positive. Clear timeline.*

**EVALUATION OF CRITERIA III
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	15

Evaluation Team Comments:

IV. Project Budget

- *Budget form - Y*
- *Budget narrative - Y*

Q. More explanation of devices (\$45,000) and transportation (\$10,000) needed. Explain position roles (peer navigator, could there be confusion with other Navigator). Why p/t and not full time.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Lewiston Adult Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	60
Criteria III. Budget	25	15
<u>Total Points</u>	<u>100</u>	<u>75</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

1.
 Healthcare, Manufacturing and Hospitality
 Connection to Navigator

EVALUATION OF CRITERIA II
Specifications of work to be performed

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	60

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview – Y*
- B. Identification of Need Y Good supporting data*
- C. Project Description – Y Alignment with national standards*
- D. Project design addresses priority area(s) for eligible populations - Y*
- E. Connections to Navigators - Y*
- F. Project timeline with milestone dates Overview – Y Outcomes a positive*

Q. Describe regional approach with Oxford in more detail. Role of new Program Coordinators and how they work together with existing positions. Use of I-Best model. Is there competition with CC's for EMT or other programs.

EVALUATION OF CRITERIA III
Budget

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	15

Evaluation Team Comments:

V. Project Budget

- *Budget form - Y*
- *Budget narrative Y Greater understanding of personnel needed.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Westbrook Adult Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	36
Criteria III. Budget	25	10
<u>Total Points</u>	<u>100</u>	<u>46</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Healthcare program
 Connection to two Navigators

EVALUATION OF CRITERIA II
Specifications of work to be performed

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	36

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview General overview of Adult Education and needs. Unclear what the project would be.*
- B. Identification of Need Very general. Not specific to a particular project.*
- C. Project Description – Lots of possible projects, difficult to distinguish past and future*
- D. Project design addresses priority area(s) for eligible populations Y*
- E. Connections to Navigators - Y*
- F. Project timeline with milestone dates Overview – General timeline, unclear what the hiring needs are. No action steps.*

No funding because of lack of defined project. No explanations of costs or narrative.

EVALUATION OF CRITERIA III
Budget

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	10

Evaluation Team Comments:

VI. Project Budget

- *Budget form – Y (\$90,200 under Other) Unclear breakdown.*
- *Budget narrative – No budget narrative submitted.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Mid Maine Regional Adult & Community Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	70
Criteria III. Budget	25	20
<u>Total Points</u>	<u>100</u>	<u>90</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Clinical Medical Assistant Program expansion
 Connection to Kennebec Navigator

EVALUATION OF CRITERIA II
Specifications of work to be performed

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	70

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview – Y Partnership with Maine General Health*
- B. Identification of Need – Y Strong identification of need with supporting data*
- C. Project Description – Strong description. What does recruitment look like*
- D. Project design addresses priority area(s) for eligible populations - Y*
- E. Connections to Navigators – Y Kennebec Navigator*
- F. Project timeline with milestone dates Overview – Clear timeline, well organized with program outcomes*

Q. Unclear how participants will be recruited to the program.

EVALUATION OF CRITERIA III
Budget

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	20

Evaluation Team Comments:

VII. Project Budget

- *Budget form Y Mostly for tuition*
- *Budget narrative – Y, Clear*

Q. Are there any additional admin or recruitment costs.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: Merrymeeting Adult Education
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: Tammy Ranger, Megan Dichter, Amy Poland, Lana Sawyer, Kelley Heath, David McDonough

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)	P	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria II. Specification of work to be performed	75	58
Criteria III. Budget	25	8
<u>Total Points</u>	<u>100</u>	<u>66</u>

**OVERVIEW OF CRITERIA I
General Information**

Section I. General Information

Evaluation Team Comments:

Healthcare Program
Connection to Navigator

**EVALUATION OF CRITERIA II
Specifications of work to be performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Specification of Work	75	58

Evaluation Team Comments:

I. Specifications of work to be performed

- A. Project Overview – Y Brief. Healthcare certification courses*
- B. Identification of Need Y Only one data source. More info on ELL population*
- C. Project Description – Y Partnerships need clarification on their commitment*
- D. Project design addresses priority area(s) for eligible populations Y*
- E. Connections to Navigators - Y*
- F. Project timeline with milestone dates Overview – Y Good timeline. Goes beyond grant to February 2025*

**EVALUATION OF CRITERIA III
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Project Budget	25	8

Evaluation Team Comments:

VIII. Project Budget

- *Budget form Y*
- *Budget narrative - Y*

Q. Childcare costs appear to be the main component of the budget \$132,800 (Other). How would this be administered, who is eligible

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202212196
RFP TITLE: Strengthening Maine’s Workforce – Round 2
BIDDER: VTEC
DATE: 2/24/23

SUMMARY PAGE

Department Name: EDUCATION
Name of RFP Coordinator: DAVID MCDONOUGH
Names of Evaluators: N/A

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria I. General Information (Eligibility)		F
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
	N/A	
	N/A	
<u>Total Points</u>		

**OVERVIEW OF CRITERIA I
General Information**

<p>Section I. General Information</p> <p>Applicant is not an SAU adult education provider.</p> <p>Eligibility to Submit Bids All Maine School Administrative Unit (SAU) adult education providers as defined by 20-A M.R.S. §8601-A (1) are eligible to submit bids in response to this Request for Applications. Individual adult education providers, hubs, and/or cross-hubs may join together to submit a collaborative proposal. Such proposals must be submitted by a lead SAU adult education provider that agrees to retain responsibility for setting and meeting program goals, ensuring compliance with state and federal laws and rules as evidenced through monitoring and reporting, and maintaining fiscal controls and records. The applicant adult education provider will serve in the capacity of fiscal agent.</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: 2/21/2023

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. General Information—Increasing ELL Opportunities in Greater Bangor; Hospitality

II. Specifications of work to be performed

1. Project Overview

2. Identification of Need-- #s given in overview, but would be helpful to know how the need has grown over time; what are the levels of the learners?

3. Project Description

+ Hire FT teacher and increase time for services

+On-site instruction at employer—have other hospitality employers (restaurants and hotels) been approached

Q What’s the recruitment plan?

Q Plans for sustainability of FT teacher after grant?

4. Project design addresses priority area(s) for eligible populations

5. Connections to Navigators—no clear connection

6. Project timeline with milestone dates—reasonable and clear

III. Project Budget

• *Budget form*

• *Budget narrative—+ FT teacher including benefits*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: 2/21/2023

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. General Information—Maine General Health ELL Programming

II. Specifications of work to be performed

1. Project Overview

2. Identification of Need—Q Data about MGH employees and need? Has it changed over time?

3. Project Description

- +expansion to Environmental services
- Q- pre-Health class—what does access to teacher look like in practice? What level is required for class? Unclear about the target population for the class (topics for Med Admin Asst), but program for other healthcare positions.
- +Advisory board—possibly add navigator to board?
- Q—will participants get regular advising? What supports for next steps?

4. Project design addresses priority area(s) for eligible populations

5. Connections to Navigators—None

6. Project timeline with milestone dates Overview

III. Project Budget

- *Budget form*
- *Budget narrative—Test-set up and test admin (25%)—what is meant by this? Right category?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2
BIDDER NAME: OOB/Saco Adult & Community Education
DATE: 2/21/2023
EVALUATOR NAME: Amy Poland
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. *General Information—Healthcare and Retail Career Pathways for New Mainers*

II. *Specifications of work to be performed*

1. *Project Overview—Increase services to healthcare and retail credentials*
2. *Identification of Need—Data shared about healthcare in Maine-- Data from York County?
Data about retail need?*
3. *Project Description*
 - Q- How do these pieces fit together? What does it look like for a participant in the project? Unclear how the credentials fit into the program for the participant.
 - Q- What does the workforce curriculum integration role do?
 - + Cultural competency training for staff and partners
4. *Project design addresses priority area(s) for eligible populations*
5. *Connections to Navigators—provide support*
6. *Project timeline with milestone dates*

III. *Project Budget*

- *Budget form*
- *Budget narrative*
 - +/Q- increasing hours for current staff, but why hiring a PT multilingual teacher and not a FT?
 - Q—more detail about \$45,000 in devices

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Lewiston Adult Education

DATE: 2/21/23

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *General Information—Integrated Skill-Based Pipeline Pathways to Employment*

- II. *Specifications of work to be performed*
 - 1. *Project Overview*
 - 2. *Identification of Need-- +specific relevant data for county and in industry sectors*
 - 3. *Project Description*
 - Aligned to national standards and integrated approach
 - Clear path and plan for participant
 - Use of I-Best model (proof of concept?)
 - Q—What is the role of the coordinator?
 - Q—how are the other Hub partners part of project? Recruitment?
 - 4. *Project design addresses priority area(s) for eligible populations*
 - 5. *Connections to Navigators*
 - 6. *Project timeline with milestone dates Overview*

- III. *Project Budget*
 - *Budget form*
 - *Budget narrative—Primarily salaries; participant supports (credential eval, transportation)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Westbrook Adult Education

DATE: 2/21/2023

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. General Information—Strengthening Androscoggin, Cumberland, Oxford, and York County Workforce

Checked all three, but no partnership listing

II. Specifications of work to be performed

1. *Project Overview—Unclear about the project goal and Hub programs that are involved*
2. *Identification of Need—What is the local need? General information provided about pandemic impact, but how specific about local or area need. Why these towns?*
3. *Project Description—*
 - Provides information about existing programming, but unclear how the funding will support new programming or expansion;
 - Q- How does work address all of the counties above?
4. *Project design addresses priority area(s) for eligible populations*
5. *Connections to Navigators—No.*
6. *Project timeline with milestone dates—lacks specific action steps and dates for project.*

III. Project Budget

- *Budget form—Asked for more than upper limit; \$90,200 in other—what is this for?*
- *Budget narrative—Missing narrative.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: 2/21/2023

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. *General Information*—Clinical Medical Assistance Program Expansion in Kennebec County

II. *Specifications of work to be performed*

1. *Project Overview*

2. *Identification of Need*—local data, employer data, and position data demonstrates need

3. *Project Description*

- Fund up to 5 additional seats in next 6 trainings—who is the target population?
What does recruitment look like?
- +/-Q Plan for support and individually designed learning plan—is the foundational work contextualized for CMA? What happens for levels 1-3—how will they stay engaged in the process if they have lots of work to do?
- Q Advising for participants?

4. *Project design addresses priority area(s) for eligible populations*

5. *Connections to Navigators*-- No

6. *Project timeline with milestone dates*—What currently happens? What will happen differently if funded?

III. *Project Budget*

- *Budget form*
- *Budget narrative*—all to for contracted services as tuition fees—what about admin or recruitment? Match?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Merrymeeting Adult Education

DATE: 2/21/2023

EVALUATOR NAME: Amy Poland

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *General Information*—English Language Learner Healthcare Training: Filling the Void
Project end date past date for funding?

- II. *Specifications of work to be performed*
 1. *Project Overview*
 2. *Identification of Need*—provided Maine data, but what is local need? What is the void in their target region? More about ELL population?
 3. *Project Description*
 - Q Are the ELL/CNA classes separate or is the English language instruction contextualized for the CNA classes? How are learners who aren’t 10th grade level supported to ensure continued engagement for the process/program?
 - Q What are the recruitment strategies?
 - Q Barriers are addressed in the budget, but what does it look like in practice?
 4. *Project design addresses priority area(s) for eligible populations*
 5. *Connections to Navigators*—Yes, “employment workshops”
 6. *Project timeline with milestone dates*

- III. *Project Budget*
 - *Budget form*-- \$132,800 for childcare?
 - *Budget narrative*-- How will the childcare funding be administered? Eligibility? Certain childcare providers? Just for participants of this project or all learners?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: 2/21/23

EVALUATOR NAME: David McDonough

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. General Information

*No connection to Navigator
Hospitality industry*

II. Specifications of work to be performed

- 1. Project Overview – Double access to ELL services, expecting up to 50 refugees in Bangor area. FT ELL position funding*
- 2. Identification of Need – steady increase in ELL learners, longer wait times, partnership with local restaurants*
- 3. Project Description – increase time availability, options for instruction to include evenings and on-site*
- 4. Project design addresses priority area(s) for eligible populations - yes*
- 5. Connections to Navigators - No connection to Navigator*
- 6. Project timeline with milestone dates Overview – timeline covers first six months but monthly review thereafter*

III. Project Budget - \$93,396

- Budget form – costs seem reasonable*
- Budget narrative - \$26.50 for 72 weeks + health insurance*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: 2/21/23

EVALUATOR NAME: David McDonough

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

IV. *General Information*

*Connection to Kennebec County Navigator
Healthcare
Low-income not checked*

V. *Specifications of work to be performed*

- 1. Project Overview – Collaboration with MaineGeneral Health (Kennebec county’s largest employer) for ESL programming. Increase in class capacity and new pre-health class.*
- 2. Identification of Need – increased need, work to identify barriers. Statistics appeared general to Kennebec county. How do you separate existing program from new work?*
- 3. Project Description – ESL program expansion to food services and environmental services and a new pre-health class. Increasing participation for 6 to 10 multilingual learners. Advanced class for multilingual learners to enhance career opportunities. Reduce barriers – transportation and childcare costs. Success tied to CASAS and numbers enrolled.*
- 4. Project design addresses priority area(s) for eligible populations – Yes, except low-income*
- 5. Connections to Navigators – Yes, Kennebec Navigator*
- 6. Project timeline with milestone dates Overview – timeline starts spring of 2023. Well thought out timeline.*

VI. *Project Budget - \$91,601.93*

- Budget form_ Personnel \$44,341.92. \$23,260 contracted services (Burlington English course set up and CASA assessments.)*
- Budget narrative – reasonable and well defined*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: OOB/Saco Adult & Community Education
DATE: 2/21/23
EVALUATOR NAME: David McDonough
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

VII. *General Information*

*York county Navigator connection
Healthcare and Retail*

VIII. *Specifications of work to be performed*

1. *Project Overview – Healthcare and Retail Career Pathways. Increase in MLL students with defined numbers. Increase services and barrier reduction. Credentials of value PSS, CRMA, CAN. Partnership with Retails Maine to offer RISE Up credentials.*
2. *Identification of Need – general Maine employment data demonstrating shortage in healthcare. No supporting data for retail.*
3. *Project Description – Hub-wide Workforce/Curriculum integration specialist. Added capacity, leveraging partnerships, reducing barriers (translation, tech access, transportation, credential evaluation, childcare)*
4. *Project design addresses priority area(s) for eligible populations - Yes*
5. *Connections to Navigators – yes with identified support for resume prep, interview prep and job application support*
6. *Project timeline with milestone dates Overview – well thought out timeline*

IX. *Project Budget - \$200,000*

- *Budget form - \$65,000 for tech*
- *Budget narrative – more explanation needed for devices (45k)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Lewiston Adult Education

DATE: 2/21/23

EVALUATOR NAME: David McDonough

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

X. *General Information*

*Connection to Navigator in Androscoggin and Oxford Counties
Healthcare, Hospitality and Manufacturing*

XI. *Specifications of work to be performed*

1. *Project Overview – abundance of opportunities in healthcare, hospitality and manufacturing. More training for existing and new training in EMT/ER Tech. Designed on the IET model. Recruitment will prioritize students of color, low income, MLL and others. Leverage transportation funding and employer partnerships.*
2. *Identification of Need – data from the workforce development board. Workforce shortage crisis in identified industries.*
3. *Project Description – Three workforce training pathways aligned to state or national standards. Participants will earn industry-recognized credentials of value. Mentoring opportunities to broaden support beyond the grant.*
4. *Project design addresses priority area(s) for eligible populations – Yes in three industries and all eligible populations.*
5. *Connections to Navigators – work closely with Navigator*
6. *Project timeline with milestone dates Overview – Outcomes addressed with minimum goals of individuals served, credentials earned and employment.*

XII. *Project Budget - \$200,000*

- *Budget form \$148,00 personnel (74%)*
- *Budget narrative – Will match some of the funding. Well thought out narrative.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Westbrook Adult Education

DATE: 2/21/23

EVALUATOR NAME: David McDonough

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIII. General Information

*No employer partner
Connection to Navigator in York and Androscoggin/Oxford
Did not select 1.1 but indicated Healthcare
All eligible populations*

XIV. Specifications of work to be performed

- 1. Project Overview – Unclear what the program is. Very general.*
- 2. Identification of Need – Very general and does not identify specific need, similar to above.*
- 3. Project Description – ELL expansion (if needed). Very general, estimated amount without supporting numbers. Lots of examples of existing programs with only some providing additional examples of need. Difficult to follow and separate the new from existing.*
- 4. Project design addresses priority area(s) for eligible populations*
- 5. Connections to Navigators – Yes in 2 locations*
- 6. Project timeline with milestone dates Overview – Timeline, general with no milestones.*

XV. Project Budget - \$206,750

- Budget form \$43,875 for Personnel. \$31,000 contracted services, \$90,200 (Other) Potential barriers.*
- Budget narrative – No narrative included*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: 2/21/23

EVALUATOR NAME: David McDonough

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XVI. *General Information*

*Clinical Medical Assistant Program Expansion
Partner with Employers in Healthcare
Connect with Navigator in Kennebec*

XVII. *Specifications of work to be performed*

1. *Project Overview – MGH, earn to learn medical assistant certification program. Increasing need for certified Clinical Medical Assts. Twelve week program.*
2. *Identification of Need – Data to support demand and need. Targeting of more low-income participants.*
3. *Project Description – opportunity for growth and expansion. 5 additional seats. Aligned with National Health Association standards and takes the NHA exam.*
4. *Project design addresses priority area(s) for eligible populations – Yes with targeting of low-income*
5. *Connections to Navigators – Yes with Kennebec*
6. *Project timeline with milestone dates Overview
Five non-MGH employees per cohort over 6 cohorts. Cohort training timeline. Successful program outcomes illustrated.*

XVIII. *Project Budget*

- *Budget form - \$82,650 in contracted services*
- *Budget narrative – student tuition to CCI and NHA fees*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2
BIDDER NAME: Merrymeeting Adult Education
DATE: 2/21/23
EVALUATOR NAME: David McDonough
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIX. General Information

*Connection to Navigator - Lincoln, Knox, Sagadahoc and Waldo
Healthcare
All eligible populations*

XX. Specifications of work to be performed

- 1. Project Overview – Prepare New Mainers with language acquisition, healthcare certification and practical experiences. Earn while you learn.*
- 2. Identification of Need – one data source. No numbers “continued increase”*
- 3. Project Description – English language acquisition. CNA prep course. Field trips, job shadows. Navigator to provide workforce training. Assistance with applying to SMCC.*
- 4. Project design addresses priority area(s) for eligible populations*
- 5. Connections to Navigators - Yes*
- 6. Project timeline with milestone dates Overview – detailed timeline. Timeline until February 2025.*

XXI. Project Budget - \$174,096

- Budget form – Personnel (\$19,456), Other (\$132, 800) Childcare costs not factored in?*
- Budget narrative – Childcare is a major barrier?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Kelley Heath

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *General Information **Increasing ELL opportunities in greater Bangor - \$93,396 ELA services to expanding ELL population targeting the Hospitality industry***

- II. *Specifications of work to be performed*
 1. *Project Overview **Full time ELL instructor, doubling ELL services and resources***
 2. *Identification of Need + **Bangor informed by Catholic charities – increased ELLs (20 now and potentially 50 more.***
 3. *Project Description **Increase ELA opportunities and courses 5 times a week both day and evening hours, reduce eliminate waiting lists, partner with area restaurants to provide on-site services, increased ELA resources including career counseling and online instruction***
 4. *Project design addresses priority area(s) for eligible populations +*
 5. *Connections to Navigators **None?***
 6. *Project timeline with milestone dates Overview +*

- III. *Project Budget*
 - *Budget form +*
 - *Budget narrative +*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Kelley Heath

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

IV. *General Information – Maine General Health ELL programming - \$91,601.93
Increased onsite ELA services at Maine General. Add a Basic ELA class- expand food services and add environmental services. Also add online class for pre-health.*

V. *Specifications of work to be performed*

1. *Project Overview - Add a Basic ELA class- expand food services (pre-existing food services already there) and add environmental services. Also add online class for pre-health.*
2. *Identification of Need ?-How many being served in food services now? Is there a need to expand? Supplanting current services? (Paragraph II in need section)*
3. *Project Description + expanding and building on established partnership with MG. Clear responsibilities outlined.*
4. *Project design addresses priority area(s) for eligible populations- Independent learning for pre-health? Will this provide enough support?*
5. *Connections to Navigators – Kennebec County – description of working with them?*
6. *Project timeline with milestone dates Overview – Would like to see more data of current enrollments and expectations of enrollments with expanded services.*

VI. *Project Budget*

- *Budget form- Big budget for non-instructional resources- admin, CASAS, Burlington English?*
- *Budget narrative Concerned about supplanting services already in place.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: OOB/Saco Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Kelley Heath

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

VII. *General Information [Healthcare and retail career pathways for new Mainers - \\$200,000 Increased ELA programming and resources for hub-wide alignment and expansion of contextualized ELA services in Healthcare and Retail](#)*

VIII. *Specifications of work to be performed*

1. *Project Overview [Expanded healthcare and retail opportunities for ELLs, leverage and align Hub services, expand services in urban centers](#)*
2. *Identification of Need - [+ increased ELL enrollments, 50, 142, and 30.](#)*
3. *Project Description – [Healthcare pathway, and rise-up credentials](#)*
4. *Project design addresses priority area(s) for eligible populations [+](#)*
5. *Connections to Navigators [+identified leveraging navs. and coord.](#)*
6. *Project timeline with milestone dates Overview [+](#)*

IX. *Project Budget*

- *Budget form- [increasing current part-time positions. Does need indicated full-time ML Coordinator is needed for entire hub?](#)*
- *Budget narrative – [plugging the holes of existing programming?](#)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Lewiston Adult Education

DATE: 2/23/2023

EVALUATOR NAME: Kelley Heath

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- X. *General Information – Integrated skill-based pipeline pathways to employment - \$200,000 Expand pathways in Retail, Manufacturing and Healthcare leveraging existing resources and adding a pathways coordinator*

- XI. *Specifications of work to be performed*
 - 1. *Project Overview – Expand to healthcare – EMT, Food services, etc. pathways to have opportunities from basic skills through to employment*
 - 2. *Identification of Need +*
 - 3. *Project Description- What parts of this are already in place? Are existing coordinators? – Areas other than Lewiston being served?*
 - 4. *Project design addresses priority area(s) for eligible populations + I-BEST model*
 - 5. *Connections to Navigators +*
 - 6. *Project timeline with milestone dates Overview + includes target enrollments*

- XII. *Project Budget*
 - *Budget form – funding a coordinator. Do other coordinators already exist?*
 - *Budget narrative – Serving population outside of Lewiston?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2
BIDDER NAME: Westbrook Adult Education
DATE: 2/23/2023
EVALUATOR NAME: Kelley Heath
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIII. *General Information – Strengthening Androscoggin, Cumberland, Oxford and York County Workforce - \$206,750*

XIV. *Specifications of work to be performed*

1. *Project Overview - - too broad, not sure of the mission or structure.*
2. *Identification of Need – No local data provided*
3. *Project Description – Lack of data and detail without a single mission. I do not understand the scope or specific purpose other than providing adult education throughout the Hub.*
4. *Project design addresses priority area(s) for eligible populations – ELL, HSC, Workforce, all adult education participants*
5. *Connections to Navigators – ?*
6. *Project timeline with milestone dates Overview – minimal timeline, milestones? No overarching program structure metrics or outcomes. Supplanting funds?*

XV. *Project Budget*

- *Budget form – over maximum amount. 44% of funds for “OTHER”*
- *Budget narrative – not included*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: 2/24/2023

EVALUATOR NAME: Kelley Heath

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XVI. *General Information – Clinical Medical Assistant Program Expansion - \$82,650
Clinical Medical Assistant Expansion in Kennebec County.*

Expand on the partnership with Maine General for an “earn to learn” Medical Assistance certification.

XVII. *Specifications of work to be performed*

1. *Project Overview + data,*
2. *Identification of Need +, but need for recruitment*
3. *Project Description +, clear explanation*
4. *Project design addresses priority area(s) for eligible populations +*
5. *Connections to Navigators – no mention*
6. *Project timeline with milestone dates Overview + good use of milestones*

XVIII. *Project Budget*

- *Budget form – All money going to support the participants, but no money for recruitment*
- *Budget narrative – Very clear*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: Merrymeeting Adult Education
DATE: 2/24/2023
EVALUATOR NAME: Kelley Heath
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIX. *General Information – English Language Learner Healthcare Training: Filling the Void - \$174,096*

Expanding Healthcare training opportunities for ELLs to address the shortage of healthcare workers in the area.

XX. *Specifications of work to be performed*

1. *Project Overview – More detail?*
2. *Identification of Need – need more detail, data?*
3. *Project Description – Good description of programming. How much is happening currently? More detail would be helpful.*
4. *Project design addresses priority area(s) for eligible populations – clear academic plan, what about advising, next steps? Partners, recruitment?*
5. *Connections to Navigators ?*
6. *Project timeline with milestone dates Overview – February 2025?*

XXI. *Project Budget*

- *Budget form – 75% of grant is childcare costs (132,800)?*
- *Budget narrative – Narrative amounts don't equal grant total ?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. General Information

II. Specifications of work to be performed

1. Project Overview

- **P:** Clear needs of the community; indication from Catholic Charities of additional need for ELA.
- **N:** No mention of specific collaboration with employers other than one restaurant.

2. Identification of Need

- Only one ELA teacher that is part time. They currently have 12 ELL students; more than the last few years average with a possibility of an increase. They seek to eliminate wait time for ELL students.

3. Project Description

- ELA instruction with restaurant employers will help employer issues. *Will it be contextualized to the job? Is there a pathway for advancement?*

4. Project design addresses priority area(s) for eligible populations

- *It does for ELL learners and hospitality. Q. If they work with restaurants employing ELL workers how does it address those who are unemployed and underemployed?*

5. Connections to Navigators

- **N:** no connection to navigator.

6. Project timeline with milestone dates Overview

- *The timeline looks possible. Summer is the busiest time for restaurants in Maine so it might be a challenge to start ELA classes onsite at new restaurants if there’s not a relationship established during this time.*

III. Project Budget

- *Budget form*
- *Budget Narrative*
 - *The budget and narrative look appropriate.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

IV. *General Information*

V. *Specifications of work to be performed*

1. *Project Overview*

- *Proposal addresses multiple goals of the RFP directly including strengthening a partnership with an employer, more ELA access, paid on the job training, potential for help with participant barriers such as childcare and transportation. There is a navigator in the county that could work directly with participants and partners as well. P: Paid on the job training/ELA and MOU with employer. Q: How many MLL are currently being served? Are they all incumbent?*

2. *Identification of Need*

- *Local and largest employer in the county has identified the need for more ELA on site instruction. Q. How many people are in need? There are clear benefits for the employer Maine General Health that needs a strong workforce as well as the individual employees such as ELA, the opportunity for career advancement, and paid instruction time in the workplace.*

3. *Project Description*

- *Description is thorough and addresses common barriers that are found in the priority communities such as childcare, access to technology, and transportation.*

4. *Project design addresses priority area(s) for eligible populations*

- *Yes.*

5. *Connections to Navigators*

- *Yes.*

6. *Project timeline with milestone dates Overview*

- *Timeline is reasonable.*

VI. *Project Budget*

- *Budget form: Q: why is a CASAS budget needed?*
- *Budget narrative:*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: OOB/Saco Adult & Community Education

DATE: 2/23/2023

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

VII. *General Information*

VIII. *Specifications of work to be performed*

1. *Project Overview*

- *Proposal encompasses two different workforce sectors and focuses on the priority populations. P: Scaffolded approach with resource of the career navigator allows for opportunities and support for career advancement.*

2. *Identification of Need*

- *Clear need in high numbers of MLL and employers in retail and healthcare in need of employees.*

3. *Project Description*

- *I: Peer navigator roles have shown efficacy and are also difficult to install. Q. Would peer mentor be a better title to avoid confusion with current career navigators?*

4. *Project design addresses priority area(s) for eligible populations*

- *Yes.*

5. *Connections to Navigators*

- *Yes, solid connection to navigator.*

6. *Project timeline with milestone dates Overview*

- *Reasonable*

IX. *Project Budget*

- *Budget form- large amount for technology.*
- *Budget narrative- Used large budget but no full-time employees.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: **STRENGTHENING MAINE'S WORKFORCE – ROUND 2**
BIDDER NAME: Lewiston Adult Education
DATE: 02/23/2023
EVALUATOR NAME: Lana Sawyer
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

X. *General Information*

XI. *Specifications of work to be performed*

1. *Project Overview*

- *Proposal is thorough and addresses workforce and employment needs as well as the needs and barriers of priority populations. I: Creation of new programs: EMT Basic/First Responder/ER Tech*
- *P: Integrated learning platform*

2. *Identification of Need*

- *Need of the region is expressed with examples of lower rates of high school completion and higher rate of poverty in the region compared to the rest of the state.*

3. *Project Description*

- *3 workforce trainings. Q. Will they compete with the community college's offerings or will they partner with them to offer more? (Example, the local CC offers a EMT program). Q. They discuss accessing funding from other means to address barriers such as transportation and language access; is this funding secured?*

4. *Project design addresses priority area(s) for eligible populations*

- *Yes*

5. *Connections to Navigators*

- *Yes.*

6. *Project timeline with milestone dates Overview*

XII. *Project Budget*

- *Budget form*
- *Budget narrative:*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: **STRENGTHENING MAINE'S WORKFORCE – ROUND 2**
BIDDER NAME: Westbrook Adult Education
DATE: 2/23/2023
EVALUATOR NAME: Lana Sawyer
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIII. *General Information*

XIV. *Specifications of work to be performed*

1. *Project Overview*
 - *Unclear overview of project (lacking specific data or program goals).*
2. *Identification of Need*
 - *Q. Who are the partner organizations? They are mentioned but not stated. Unclear what the exact needs are in the region.*
3. *Project Description*
 - *To improve ELA services. Q. Why does it appear unknown if more ELA offerings and devices are needed?*
 - *Partners are listed in healthcare throughout the hub*
4. *Project design addresses priority area(s) for eligible populations*
 - *Yes, generally though no supporting data.*
5. *Connections to Navigators*
 - *Not Westbrook AE but nearby AE sites such as Biddeford and Saco that are in York County.*
6. *Project timeline with milestone dates Overview*
 - *Classes and positions are not described.*

XV. *Project Budget*

- *Budget form: Amount requested is over 200,000.*
- *Budget narrative: limited and largest amounts of funds is spent on the category of other.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: 02/23/2023

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XVI. *General Information*

XVII. *Specifications of work to be performed*

1. *Project Overview*

- *Proposal is comprehensive and addresses multiple goals of the RFP directly including strengthening a partnership with an employer and working with priority populations. The program is for AE Clinical Medical Assistants to be able to take paid on-the-job classes and have job placement at the completion of the program and is well supported by data.*

2. *Identification of Need*

- *There are more jobs available than workers.*

3. *Project Description*

- *Added capacity for the cost of tuition for the CMA classes to be covered.*

4. *Project design addresses priority area(s) for eligible populations*

- *Yes*

5. *Connections to Navigators*

- *Yes. Q. Will the navigator help recruit and advise learners?*

6. *Project timeline with milestone dates Overview*

- *Is comprehensive.*

XVIII. *Project Budget*

- *Budget form:*
- *Budget narrative: all costs under contracted services.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: Merrymeeting Adult Education
DATE: 02/23/2023
EVALUATOR NAME: Lana Sawyer
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIX. *General Information*

XX. *Specifications of work to be performed*

1. *Project Overview*
 - *Program proposal seeks to equip ELL with ELA, healthcare certifications, and practical experiences to address the shortage of healthcare workers in the area.*
2. *Identification of Need*
 - *Yes, for the shortage of healthcare workers. Q. How many new Mainers are in those counties?*
3. *Project Description*
 - *P: Earn while you learn and plans for cultural awareness training. N. Details of the plan are not very clear.*
4. *Project design addresses priority area(s) for eligible populations*
 - *Yes*
5. *Connections to Navigators*
 - *Yes.*
6. *Project timeline with milestone dates Overview*
 - *Q. Could there be guaranteed interviews for graduates? (Such as the navigator seeking this out this agreement from employers in the area).*
 - *Timeline is thorough but ends late (after December 2024).*

XXI. *Project Budget*

- *Budget form*
- *Budget narrative: childcare amounts are large amounts without a lot of detail in the description of needs and numbers of clients.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: 2/19/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *General Information: \$93,396 – Hospitality Industry- working with employers/serving Multilingual learners
Increasing ELL Opportunities in Greater Bangor*

- II. *Specifications of work to be performed*
 1. *Project Overview –
add a full time ELL teacher with benefits to supplement current part-time teacher and more than double access for ELA. Increase capacity to serve employers currently employing MLL’s -onsite instruction. Includes curriculum, technology, pd*

 2. *Identification of Need-
data from Catholic Charities- Bangor will (and has already) seen an increase in ML - 12 more enrollments since Nov 2022.*

 3. *Project Description -Increase capacity to:*
 - *Do Intake and Assessment, provide more instruction 3 to 5 days a week, provide evening instruction, onsite instruction (employers/restaurants)*
 - *Are evening hrs based on need?*
 - *What training will be done with restaurants?*

 4. *Project design addresses priority area(s) for eligible populations-
yes- though no info/data beyond the MLL data from Catholic Charities.*

 5. *Connections to Navigators- none*

 6. *Project timeline with milestone dates Overview-looks reasonable but -
Why the July 1 start date?*

- III. *Project Budget*
 - *Budget form*
 - *Budget narrative*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: 2/19/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

IV. *General Information-\$91,601.93 Maine General Health ELL Programming- partner w/employer, provide ELL programming- increase ELA programming- Kennebec County! Healthcare*

V. *Specifications of work to be performed*

1. *Project Overview – work with Maine General Health to address employment needs by increasing capacity for additional ELA classes and the addition of a new Pre-Health Class. Builds on an existing collaboration- earn while you learn- for ML’s at MGH.*
2. *Identification of Need-some data provided on MLL pop of Kennebec county/ Data on number of MLL’s employed at MGH?*
3. *Project Description – expand existing basic ESL program and add Pre-Health – provide access to multiple pathways at MGH – Basic ESL instruction for food service and environmental science employees. Contextualized ESL for each department’s specific needs. Length and intensity of instruction? Earn while you learn (paid by employer) includes technology Pre-Health course online- using Brightspace. Advisory group-supports for barriers like transpo and childcare.*
4. *Project design addresses priority area(s) for eligible populations-yes*
5. *Connections to Navigators-Kennebec County- already employed participants- what about recruiting- how can the Navigator assist with employer?*
6. *Project timeline with milestone dates Overview-*

VI. *Project Budget*

- *Budget form- Is the set up cost realistic for Burlington English?*
- *Budget narrative- bringing a part time ESL instructor to full time*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: OOB/Saco Adult & Community Education

DATE: 2/19/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

VII. *General Information \$200,000 – Healthcare and Retail Career Pathway for New Mainers- York county, Partner w/employers Healthcare and Retail- ELA services (develop and increase.)*

VIII. *Specifications of work to be performed*

1. *Project Overview – increase ELA capacity hub wide based on existing employer connections- increase staff capacity for ELA instruction, advising and support services- Healthcare pathways (stackable credentials) from entry-level through- Retail instruction through existing partnership around RiseUp – guaranteed interview for those who earn.*
2. *Identification of Need- increase in students across Sanford, Biddeford and OOB*
3. *Project Description – increase capacity for:*
 - *Instruction*
 - *WORKFORCE Curriculum Integration Specialist*
 - *Cultural training*
 - *Connections to employment and support services*
 - *Admin Support-*
4. *Project design addresses priority area(s) for eligible populations- yes*
5. *Connections to Navigators- York county*
6. *Project timeline with milestone dates Overview- why July 1 start date – why Aug 2024 end date?*

IX. *Project Budget*

- *Budget form- Instructional Materials (\$20,000?) Why many part time positions vs one full time? \$45,000 for technology – where is data to support this?*
- *Budget narrative- what is the role of the Peer Navigator? Is this the MJRP navigator?*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE’S WORKFORCE – ROUND 2

BIDDER NAME: Lewiston Adult Education

DATE: 2/20/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

X. *General Information- \$200,000- Androscoggin/Oxford counties – Healthcare/Hospitality/Retail-partner with employer- expand ELA*

XI. *Specifications of work to be performed*

1. *Project Overview -integrated skill based pathways to employment-training and credentials to move participants directly into employment opportunities. Expand Hubs capacity to provide more training and and the creation of new programs- will support transpo to these trainings- IET=s
Access to CTE Equipment (currently)*
2. *Identification of Need- from the employer side need has been identified-*
3. *Project Description -develop/expand 3 workforce training pathways -industry recognized credentials -iBest model (IET)*
4. *Project design addresses priority area(s) for eligible populations*
5. *Connections to Navigators- will use Career Navigator to make referrals etc.*
6. *Project timeline with milestone dates Overview- hiring another Coordinator? Role is unclear. Regional outcomes?*

XII. *Project Budget*

- *Budget form*
- *Budget narrative*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Westbrook Adult Education

DATE: 2/20/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIII. *General Information-* **\$206,750** *ELA and ELA expansion- Androscoggin and York counties- healthcare -Strengthening Andro, Cumberland, Oxford and York county Workforce*

XIV. *Specifications of work to be performed*

1. *Project Overview -provide instructors, tuition assistance and job-related supplies – address barriers?*
2. *Identification of Need- no healthcare WF data provided*
3. *Project Description -expand ELA offerings through instructor positions, increased remote instruction- advising-*
4. *Project design addresses priority area(s) for eligible populations*
5. *Connections to Navigators*
6. *Project timeline with milestone dates Overview*

XV. *Project Budget*

- *Budget form-\$90,000 for other? More detail needed.*
- *Budget narrative-none submitted*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: 2/21/23

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XVI. *General Information- \$82,650.00-partner with employer to provide WF training -Kennebec county -Healthcare – Low income, low level of literacy, women- under and unemployed*

XVII. *Specifications of work to be performed*

1. *Project Overview -clinical medical assistant expansion in Kennebec County -partner with Maine General Health to offer earn while you learn MA -adds recruitment to pathway- extends earn while you learn model to recruitments.*
2. *Identification of Need-Better completion data for earn while you learn model -good data on employer as partner and retention rates for MA's there. Adapts to employers shift from AD to credential.*
3. *Project Description -fund 5 additional seats x6 for MA (non-incumbent) differentiated pathways based on assessment (ELA) -NHA CCMA exam -good intake and design*
4. *Project design addresses priority area(s) for eligible populations-would like more info on how it addresses priority areas.*

Is ELA a priority area?

5. *Connections to Navigators*
6. *Project timeline with milestone dates Overview
Well thought out. No specific deliverables regarding populations highlighted.*

XX. *Project Budget*

- *Budget form*
- *Budget narrative- all of the budget goes to training.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Merrymeeting Adult Education

DATE: 2/21/22

EVALUATOR NAME: Megan Dichter

EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- XXI. *General Information- \$174,096- partner with employers- provide and expand ELA- Lincoln, Knox, Sagadahoc and Waldo counties- Healthcare. English Language Learner Healthcare Training*
- XXII. *Specifications of work to be performed*
- a. *Project Overview – fill Healthcare WF shortage in Lincoln/Sagadahoc (Waldo/Knox?) through the training of new Mainers. Healthcare certifications and practical experiences.*
 - b. *Identification of Need- HC WF shortage- MLLs in Lincoln/Sagadahoc County?*
 - c. *Project Description - ELA, job readiness, healthcare certification classes, and practical experiences. Earn while you learn- community collaboration w/SMCC and Academy of Medical Professionals. IET? CNA ELL Prep class with English and then onto CNA – Academy of Medical Professionals will provide career and job opportunities? Cultural training for employers will be included and provided by MMCA- SMCC provides tours of Brunswick campus*
 - d. *Project design addresses priority area(s) for eligible populations- what is plan for recruitment?*
 - e. *Connections to Navigators- Yes- MJRP Navigator will provide WF training (recruitment?)*
 - f. *Project timeline with milestone dates Overview-Sept 1 start? what is employers role beyond hiring?Timeline goes beyond length of funding.*
- XXIII. *Project Budget*
- *Budget form- very high amount allotted to childcare- more than 50% of budget.*
 - *Budget narrative*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Bangor Adult & Community Education

DATE: February 23, 2023

EVALUATOR NAME: Tamara Ranger

EVALUATOR DEPARTMENT: EDUCATION

Individual Evaluator Comments:

I. General Information

Pass

II. Specifications of work to be performed

1. Project Overview

Add full-time ELL teaching position with benefits.

2. Identification of Need

In 2022, Bangor approved as host community, as result, expects increase from 10 multilingual learners up to 50 multilingual learners.

3. Project Description

With increased staffing, more time available for intake/assessment/advising for multilingual learners
Increase instructional time (from 3 days week to 5 days week), include evening hours
Continue relationship with area restaurant for onsite instruction, reach out to additional restaurants for more opportunities for on-site instruction
? Is there a plan or resource list of restaurants for whom this initiative would be a good partnership?

4. Project design addresses priority area(s) for eligible populations

Yes, immigrants who are English language learners

5. Connections to Navigators

No

6. Project timeline with milestone dates Overview

Detailed timeline fits project description

III. Project Budget

- *Budget form*
- *Budget narrative*

Budget form and narrative aligned to program description and goals.

P: Funding for professional development

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Augusta Adult & Community Education

DATE: February 23, 2023

EVALUATOR NAME: Tamara Ranger

EVALUATOR DEPARTMENT: EDUCATION

Individual Evaluator Comments:

IV. General Information
Pass

V. Specifications of work to be performed

1. Project Overview

Increase capacity for additional classes at MaineGeneral Health, and the addition of a new Pre-Health class.

P: MOU in place with MaineGeneral Health (integrated instruction, on-site)

2. Identification of Need

Data from Census Bureau. 4.4 % of families living in Kennebec County speak language other than English at home. Identified barriers for multilingual learners in Maine include: transportation, childcare and technology.

Q: More information from MGH on need identification?

3. Project Description

Detailed description of English Acquisition Instruction

Description of Pre-Health course - course for multilingual learners employed by Maine General Health who wish to advance their career in healthcare - Certified Nurses Assistant, Medical Assisting, Lab tech, or Phlebotomy training programs, and Medical Administrative Assistant.

? The Certified Nurses Assistant, Medical Assisting, Lab Tech and Phlebotomy training prep is in the same class as the Medical Administrative Assistant?

4. Project design addresses priority area(s) for eligible populations

Yes

5. Connections to Navigators

Nothing specific described in program.

6. Project timeline with milestone dates Overview

Detailed timeline aligns with program description.

VI. Project Budget

- *Budget form*
- *Budget narrative*

Budget form and narrative aligned with program description/goals.

? Amount for contracted services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: OOB/Saco Adult & Community Education
DATE: February 23, 2023
EVALUATOR NAME: Tamara Ranger
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

VII. General Information

Pass

VIII. Specifications of work to be performed

1. Project Overview

- P: Identified increase of multilingual learners in OOB/Saco, Biddeford, and Sanford
- P: Scaffolded pathway: Personal Service Support (PSS), Certified Residential Medical Assistant (CRMA), Certified Nursing Assistant (CNA).
- P: Build on existing partnership with Retail Maine, Multilingual learners (MLL) gain skills/experience in language and vocabulary of retail industry
- P: Guaranteed interviews with industry partners: Renys, Mardens, Kittery Trading Post
- P: Connection to MJRP Career Navigation Specialist (resume prep, job application support, job interview practice)

2. Identification of Need

- P: increase in protective factors for families
- P: need for registered nurses identified in Portland Press Herald report (March, 2022) - informed by report from Maine Nursing Action Coalition and Maine Hospital Association.
- P: Cross-cultural competency

3. Project Description

Instruction:
Instructor, English-language acquisition support - Saco/Old Orchard Beach
Workforce/Curriculum Integration Specialist - content consistency - Hub-wide

Advising:
I: identifying need for supporting advisors with training in areas such as cultural humility/competence, social service referrals and eligibility, and healthcare pathway access/navigation for students with foreign credentials and identifying partners to help support this work (New Mainer's Resource Center and immigrant-led organizations).

Support Services:

P: build capacity with translation and interpretation services (translating intake forms)
P: technology - devices, reliable Internet access
P transportation expenses
P: evaluation of foreign credentials
P: through partnerships with area agencies: childcare, parenting, food, housing
I: peer navigator roles - community members help newer arrivals acclimate

Employment:

P: Including Registered Apprenticeship in programming

Administrative Support:

P: specific need identified: data entry, student tracking/monitoring, interfacing with employers, collecting and interpreting student feedback, providing documentation for apprenticeships

Resource Sharing:

P: proven track record of sharing resources with other adult education programs and hubs. This proposal plans to share translated intake forms.

4. Project design addresses priority area(s) for eligible populations

Yes, multilingual learners (immigrants who are English language learners)

5. Connections to Navigators

Yes, under "advising"

6. Project timeline with milestone dates Overview

Realistic timeline

IX. Project Budget

- *Budget form*
- *Budget narrative*

Form and narrative alignment

Q: How was \$45,000 for devices in hub 9 calculated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: Lewiston Adult Education
DATE: February 23, 2023
EVALUATOR NAME: Tamara Ranger
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

X. *General Information*

Pass

XI. *Specifications of work to be performed*

1. *Project Overview*

P: Connection to CTE schools
P: Opportunity for new program development (EMT Basic/First Responder, ER Tech)
P: Integrated education and training model - contextualized language instruction, industry-specific

2. *Identification of Need*

Information from Central Western Maine Workforce Development Board - average annual open positions:

- Education and healthcare: 13,726
- Manufacturing: 7,071
- Hospitality: 6,490

3. *Project Description*

Three workforce training pathways (healthcare, hospitality, manufacturing)
Curricula aligned to national standards
Participants successfully completing program pathways will earn industry-recognized credentials of value
Integrated English language instruction
Burlington English, Engen
Student mentorship: students who successfully complete program will be asked to serve as mentors for continuing students

4. *Project design addresses priority area(s) for eligible populations*

Yes, "Recruitment will prioritize people of color,

low-income, multilingual learners, unemployed or underemployed, people with low literacy, as well as women.”

Hub will work with Career Advancement and Navigation Specialist (CANS) to make referrals to programs

5. *Connections to Navigators*

P: Strong connection to Hub Career Advancement and Navigation Specialist (CANS)
Training pathway aligned to individual's career goals, entrance requirements met, data tracking, referrals to support services, coordination of services (WIOA, local grants, Strengthen LA)
Connect participants to Lewiston's Career Pathways Navigator (foreign credentials)

6. *Project timeline with milestone dates Overview*

Nov. 23: Launch healthcare, EMT pathway

Dec. 23: Launch hospitality pathway

Sept. 24: Launch manufacturing pathway

XII. *Project Budget*

- *Budget form*
- *Budget narrative*

Budget form and narrative align.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196
RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2
BIDDER NAME: Westbrook Adult Education
DATE: February 23, 2023
EVALUATOR NAME: Tamara Ranger
EVALUATOR DEPARTMENT: EDUCATION

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

XIII. General Information

Pass

XIV. Specifications of work to be performed

1. Project Overview

Describing the strength of the Hub, examples of past successful collaborations as evidence of being poised to address challenges of pandemic - with this funding, add instructors, provide tuition assistance, and job-related supplies.

2. Identification of Need

General information, would like more specific data.

3. Project Description

4. Project design addresses priority area(s) for eligible populations

Yes - in project description focus on individuals with low levels of literacy

5. Connections to Navigators

No explicit connection to Navigators

6. Project timeline with milestone dates Overview

Limited details in timeline

XV. Project Budget

- Budget form - yes
- Budget narrative - not included in application

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Mid Maine Regional Adult & Community Education

DATE: February 23, 2023

EVALUATOR NAME: Tamara Ranger

EVALUATOR DEPARTMENT: EDUCATION

Individual Evaluator Comments:

XVI. General Information

Pass

XVII. Specifications of work to be performed

1. Project Overview

Work with MaineGeneral Health to create a comprehensive, earn-to-learn Medical Assistant certification program.

P: Successful program already developed - structure in place, this funding will allow for non-MaineGeneral Health participants to enroll in program. Earn to Learn model.

2. Identification of Need

Would like more specific data

3. Project Description

Proven model

Condensed Curriculum International, application includes description of program, stakeholders value program

Additional 20 hours of classroom/lab experience beyond the minimum requirement of 140 hours

Partnership with National Health Association (NHA).

Program will cover tuition costs for up to five non-MGH employees in the CCMA program over the next six cohorts.

4. Project design addresses priority area(s) for eligible populations

Prior enrollment in program has enrolled 92% women, 3% multilingual learners, 12% low-income, 73% people with low levels of literacy. This funding will focus on additional low-income participants.

5. Connections to Navigators

No

6. Project timeline with milestone dates Overview

Dates of next six cohorts

XVIII. Project Budget

- *Budget form*
- *Budget narrative*

Alignment with form and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202212196

RFA TITLE: STRENGTHENING MAINE'S WORKFORCE – ROUND 2

BIDDER NAME: Merrymeeting Adult Education

DATE: February 23, 2023

EVALUATOR NAME: Tamara Ranger

EVALUATOR DEPARTMENT: EDUCATION

Individual Evaluator Comments:

XIX. General Information

Pass

XX. Specifications of work to be performed

1. Project Overview

Program to fill healthcare worker shortage in Lincoln and Sagadahoc Counties:
Prepare New Mainers with language acquisition, healthcare certification courses,
practical experiences

2. Identification of Need

General data provided from The Center Square citing shortage of workers in nursing homes and long-term care facilities.

Increase in immigrants residing in Lincoln and Sagadahoc counties (no hard data provided).

3. Project Description

Multilingual learners' concurrent enrollment in Intermediate ELL class and Certified Nursing Assistant ELL Prep Course.

P: scaffolding and support for students who are not at the 10th grade reading level until they qualify for advancement.

P: hands on training, field trips, job shadows, collaboration with Bonney Staffing (resume, interviews); Midcoast Maine Community Action (cultural awareness for ed community partners). Support provided for qualified individuals who want to enroll in the Southern Maine Community College (Brunswick campus) nursing healthcare training program.

4. Project design addresses priority area(s) for eligible populations

5. Connections to Navigators

Yes - will provide workforce training to assist participants with entering the workforce and advance in employment.

6. Project timeline with milestone dates Overview

Program ends Feb. 2025 - beyond end date of grant

XXI. Project Budget

- *Budget form*
- *Budget narrative*

Budget amount for childcare is major expense, not described in detail in program description.



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine’s Workforce – Round 2

I, (print name at right) Amy L. Poland
accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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 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 Application presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Amy Poland
F6188B65393C4E7...

3/6/2023

Signature

Date



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine's Workforce – Round 2

I, (print name at right) _____Megan Dichter_____accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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

Megan Dichter
Signature

2/17/23
Date



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine’s Workforce – Round 2

I, **David McDonough** accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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 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 Application presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
David McDonough
5768087DADBD407...

3/6/2023

Signature

Date



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine’s Workforce – Round 2

I, (print name at right) Kelley C. Heath
accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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 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 Application presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Kelley Heath

2/23/2023

Signature

02556FD4B6884B5...

Date



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine’s Workforce – Round 2

I, **Lana Sawyer** accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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 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 Application presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Lana Sawyer
1DAB6ECB49B841A...

3/6/2023

Signature

Date



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202212196
RFA TITLE: Strengthening Maine's Workforce – Round 2

Tamara Ranger

I, (print name at right) _____
accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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 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 Application presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Tamara Ranger

2/23/2023

Signature

Date