

State of Maine
RFP / Proposal Master Score Sheet

Instructions: Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

SCORESHEET FOR RFP# 201905086: ASL & VRI Services					
PROPOSAL SUBMITTED BY:		Certified Interpreters ASL		Certified Interpreters VRI	
COST:		Cost:	\$54.00 \$61.00	Cost:	\$1.75 \$1.93
EVALUATION ITEM		POINTS AVAIL.			
Section I: Organization Qualifications and Experience	35	35		35	
Section II: Proposed Services	15	15		10	
Section III: Cost Proposal	50	45.23		50	
TOTAL	<u>100</u>	<u>95.23</u>		<u>95</u>	

PROPOSAL SUBMITTED BY:		Mary Jane Grant Sign Language Interpreting, LLC		Danielle M. Perfetto, DBA Kewl ASL	
COST:		Cost:	\$50.00 \$55.00	Cost:	\$49.00 \$60.00
EVALUATION ITEM		POINTS AVAIL.			
Section I: Organization Qualifications and Experience	35	35		18	
Section II: Proposed Services	15	15		11	
Section III: Cost Proposal	50	49.50		47.92	
TOTAL	<u>100</u>	<u>99.5</u>		<u>76.92</u>	

Award Justification Statement

RFP#201905086

Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services

I. Summary

This RFP was created as a means for the State to coordinate its Interpreting needs, and to do so through a competitive acquisition that results in service quality and competitive pricing that are advantageous to the State for its sizable requirements.

DAFS is acting as the Department that will contract for these services and make awards available for all branches and agencies to use.

II. Evaluation Process

Members: Kathy Paquette RFP coordinator and Terry Morrell who works for the Department of Labor, Bureau of Rehabilitation Services, and is the Director of the Division for the Deaf, Hard of Hearing & Late Deafened. Terry's qualifications and expertise provided great knowledge in being part of the evaluation team.

The team met and discussed each proposal individually and assigned points to each respondent according to the RFP requirements.

III. Qualifications & Experience

- Qualification & Experience – all respondents have the qualification and experience needed for an award

IV. Proposed Services

- HIPPA was one of the important factors in the award – Although one proposal did not address HIPPA that award will be conditional upon verification

V. Cost Proposal

- The cost submitted are within the range of previous cost on Master Agreements. The cost was not part of the evaluation team discussion.

VI. Conclusion

This is a Pre-Qualified Vendor list and all four respondents are qualified to do the work. They all currently hold a Master Agreement for ASL and one currently hold a Master Agreement for VRI as well.



JANET T. MILLS
GOVERNOR

STATE OF MAINE
BUREAU OF BUSINESS MANAGEMENT
DIVISION OF PROCUREMENT SERVICES
9 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0009

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

DIVISION OF PROCUREMENT SERVICES

LAURIE A. ANDRE
DIRECTOR

August 9, 2019

Certified Interpreting
45 Harpswell by the Sea
Harpswell, ME 04079

Notice of Conditional Contract Awards under RFP # 201905086, Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services

Dear Mr. Vigna:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Division of Procurement Services for Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

- Mary Jane Grant Sign Language Interpreting, LLC
- Certified Interpreting
- Pine Tree Society, Inc.
- Danielle M. Perfetto, DBA Kewl ASL

The bidders listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

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

Sincerely,



Jaime C. Schorr
Chief Procurement Officer

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).



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AUGUSTA, MAINE 04333-0009

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

DIVISION OF PROCUREMENT SERVICES

LAURIE A. ANDRE
DIRECTOR

August 9, 2019

Pine Tree Society, Inc.
149 Front Street
Bath, ME 04530

Notice of Conditional Contract Awards under RFP # 201905086, Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services

Dear Mr. Sullivan:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Division of Procurement Services for Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, 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,

A handwritten signature in blue ink, appearing to read 'Jaime C. Schorr', is written over the printed name and title.

Jaime C. Schorr
Chief Procurement Officer

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JANET T. MILLS
GOVERNOR

STATE OF MAINE
BUREAU OF BUSINESS MANAGEMENT
DIVISION OF PROCUREMENT SERVICES
9 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0009

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

DIVISION OF PROCUREMENT SERVICES

LAURIE A. ANDRE
DIRECTOR

August 9, 2019

Mary Jane Grant Sign Language interpreting, LLC
84 Ridley Road
Sanford, ME 04073

Notice of Conditional Contract Awards under RFP # 201905086, Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services

Dear Ms. Grant:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Division of Procurement Services for Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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- Certified Interpreting
- Pine Tree Society, Inc.
- Danielle M. Perfetto, DBA Kewl ASL


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Sincerely,



Jaime C. Schorr
Chief Procurement Officer

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JANET T. MILLS
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9 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0009

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

DIVISION OF PROCUREMENT SERVICES

LAURIE A. ANDRE
DIRECTOR

August 9, 2019

Danielle M. Perfetto, DBA Kewl ASL
349 Cushing Road
Friendship, ME 04547

Notice of Conditional Contract Awards under RFP # 201905086, Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services

Dear Ms. Perfetto:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Division of Procurement Services for Pre-Qualified Vendor List for American Sign Language Interpreter and Video Remote Interpreting Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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- Certified Interpreting
- Pine Tree Society, Inc.
- Danielle M. Perfetto, DBA Kewl ASL

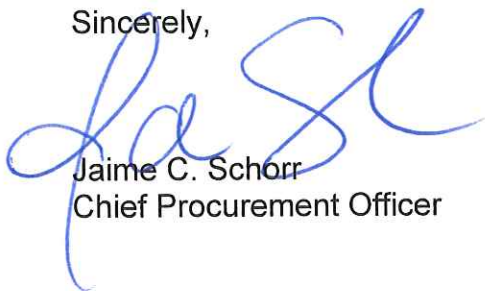
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jaime C. Schorr", is written over the printed name and title.

Jaime C. Schorr
Chief Procurement Officer

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Certified Interpreters
DATE: 8/8/2019

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.

DEPARTMENT NAME: DAFS – Procurement Services
NAME OF RFP COORDINATOR: Kathy Paquette
NAMES OF EVALUATORS: Kathy Paquette, Terry Morrell

SUMMARY PAGE

		Points Awarded:	
Numerical Score:		ASL	VRI
Section I. Organization Qualifications and Experience	(Max: 35 Points)	35	35
Section II. Proposed Services	(Max: 15 Points)	15	10
Section III: Cost Proposal	(Max: 50 Points)	45.23	50
TOTAL POINTS		95.23	95

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Certified Interpreters
DATE: 8/8/2019

EVALUATION OF SECTION I

Organization Qualifications and Experience

Score: 35

Evaluation Team Comments:

[illegible]

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Certified Interpreters
DATE: 8/8/2019

**EVALUATION OF SECTION II
Proposed Services**

ASL

Total Points Available: 15 Points

Score: 15

Evaluation Team Comments:

Follows HIPPA – Very important
Services throughout Maine
Has one administrator who has 39 years' experience in legal
Detailed QAP
Detailed Billing
Sample invoice

**EVALUATION OF SECTION II
Proposed Services**

VRI

Total Points Available: 10 Points

Score: 10

Evaluation Team Comments:

24 hours in advance will provide prior to or on October 1 st . On Demand targeted for fall 2020
2-hour min / 15 min increments after
In-House Interpreters and VRI contractors
Will use common internet browsers – Chrome or Fire Fox

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Certified Interpreters
DATE: 8/8/2019

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

**Total Points Available: 50 ASL Score: 45.23
VRI Score: 50.00**

ASL

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
Standard	÷	54.00	x	25 points	=	22.69
Legal		61.00		25 points		22.54
				Total		45.23

VRI – On Demand

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
Community	÷	1.75	x	25 points	=	25.00
Legal		1.93		25 points		25.00
				Total		50

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Pine Tree Society
DATE: 8/8/2019

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.

DEPARTMENT NAME: DAFS – Procurement Services
NAME OF RFP COORDINATOR: Kathy Paquette
NAMES OF EVALUATORS: Kathy Paquette, Terry Morrell

SUMMARY PAGE

		Points Awarded:	
Numerical Score:		ASL	VRI
Section I. Organization Qualifications and Experience	(Max: 35 Points)	35	35
Section II. Proposed Services	(Max: 15 Points)	15	15
Section III: Cost Proposal	(Max: 50 Points)	37.77	37.96
TOTAL POINTS	(Max: 100 Points)	87.77	87.96

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Pine Tree Society
DATE: 8/8/2019

EVALUATION OF SECTION I

Organization Qualifications and Experience

Score: 35

Evaluation Team Comments:

[illegible]

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Pine Tree Society
DATE: 8/8/2019

**EVALUATION OF SECTION II
Proposed Services**

ASL

Total Points Available: 15 Points

Score: 15

Evaluation Team Comments:

Follows HIPPA – very important
Provides services throughout Maine
Provided legal interpreting and works closely with courts -
Detailed QAP
Can meet reporting
Detailed Billing
Sample invoice

**EVALUATION OF SECTION II
Proposed Services**

VRI

Total Points Available: 15 Points

Score: 15

Evaluation Team Comments:

1 st VRI interpreting service provider in Maine
Uses Zoom
HIPPA
Help Desk
No Start up time

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Pine Tree Society
DATE: 8/8/2019

<u>Total Points Available:</u> 50	ASL	<u>Score:</u> 37.77
	VRI	<u>Score:</u> 37.96

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
Standard	÷	63.00	x	25 points	=	19.44
Legal		75.00		25 points		18.33
				Total		37.77

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
Community	÷	2.00	x	25 points	=	21.88
Legal		3.00		25 points		16.08
				Total		37.96

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: MJ Grant
DATE: 8/8/2019

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.

DEPARTMENT NAME: DAFS – Procurement Services
NAME OF RFP COORDINATOR: Kathy Paquette
NAMES OF EVALUATORS: Kathy Paquette, Terry Morrell

SUMMARY PAGE

		Points Awarded:
Numerical Score:		
Section I. Organization Qualifications and Experience	(Max: 35 Points)	35
Section II. Proposed Services	(Max: 15 Points)	15
Section III: Cost Proposal	(Max: 50 Points)	49.50
TOTAL POINTS	(Max: 100 Points)	99.5

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: MJ Grant
DATE: 8/8/2019

Score: 35

[illegible]

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: MJ Grant
DATE: 8/8/2019

EVALUATION OF SECTION II

Proposed Services

Total Points Available: 15 Points

Score: 15

Evaluation Team Comments:

[illegible]

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: MJ Grant
DATE: 8/8/2019

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 50 ASL Score: 49.50

ASL

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
Standard	÷	50.00	x	25 points	=	24.50
Legal		55.00		25 points		25.00
				Total		49.50

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086

RFP TITLE: ASL and VRI

BIDDER: Danielle M. Perfetto, DBA Kewl ASL

DATE: 8/8/2019

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.

DEPARTMENT NAME: DAFS – Procurement Services

NAME OF RFP COORDINATOR: Kathy Paquette

NAMES OF EVALUATORS: Kathy Paquette, Terry Morrell

SUMMARY PAGE

		Points Awarded:	
Numerical Score:		ASL	VRI
Section I. Organization Qualifications and Experience	(Max: 35 Points)	18	
Section II. Proposed Services	(Max: 15 Points)	11	
Section III: Cost Proposal	(Max: 50 Points)	47.92	
TOTAL POINTS		76.92	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086

RFP TITLE: ASL and VRI

BIDDER: Danielle M. Perfetto, DBA Kewl ASL

DATE: 8/8/2019

EVALUATION OF SECTION I

Organization Qualifications and Experience

Total Points Available: 35 Points

Score: 18

Evaluation Team Comments:

[illegible]

RFP #: 201905086
RFP TITLE: ASL and VRI
BIDDER: Danielle M. Perfetto, DBA Kewl ASL
DATE: 8/8/2019

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201905086

RFP TITLE: ASL and VRI

BIDDER: Danielle M. Perfetto, DBA Kewl ASL

DATE: 8/8/2019

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 50 ASL Score: 47.92

ASL

Lowest submitted Cost Proposal Standard	÷	Cost Proposal being scored	x	Score Weight	=	Score
	÷	49.00	x	25 points	=	25
Legal		60.00		25 points		22.92
				Total		47.92

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086
RFP TITLE: PQVL for ASL & VRI
BIDDER NAME: Certified Interpreters
DATE: 7/2/19
EVALUATOR NAME: Kathy Paquette
EVALUATOR DEPARTMENT: Procurement Services

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

Individual Evaluator Comments:

Section I - Overview & Experience
36 years experience providing services since 1982
Directed by two RID certified interpreters with over 78 years combined experience
Over 60 currently active certified & licensed interpreters – Diverse network
All interpreters comply with local laws, Maine interpreting licensures, current RID Standards of Professional Interpreting
Has proprietary and secure interpreting schedule system.
Able to provide extensive reports
Has broad experience with legal
Provided 3 projects – examples included educational setting, medical & State settings
Litigation - None
Licensure & Certification – Prof & Fin Reg and RID – Ruth certified in NIC, CSC – Victor certified in CSC, CS:I., Ed:K-12
EIO – provided current certificate COI
Section II – Proposed Services
ASL - Providers services throughout the State of Maine. From Presque Isle to Kittery, Bethel to Eastport and waters of the Gulf of Maine
Has efficient scheduling system.
Has own scheduling system – receive request online, telephone, fax or secure email; maintain current list of certified active interpreters; tracks availability of qualified interpreters; targets competent interpreters for particular assignments; updates assignment information, distinguish between categories; secure online means for interpreters to submit hours worked & travel; process payments; submit invoicing; generate reports; maintain a secure & HIPAA compliant system.
HIPPA - maintained on a secure server
Judicial Branch Services – maintains current credentials and qualifications on interpreters certified and approved to work as legal interpreters
One administrator has 39 years experience and is one of few legal interpreters on the State's approved list

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086
RFP TITLE: PQVL for ASL & VRI
BIDDER NAME: Certified Interpreters
DATE: 7/2/19
EVALUATOR NAME: Kathy Paquette
EVALUATOR DEPARTMENT: Procurement Services

QAP – Clear QAP Appendix F
Billing – Maintains an accurate and secure database on each interpreter assignment Each interpreting assignment is billed as an individual line item on the invoice Billed on number of hours scheduled or actual hours, and total travel time Billed in 15-minute increments. Monthly invoicing Sample invoice provided Appendix G
VRI: Provides services directly by in-house interpreters and by means of VRI contractors
State agencies will be provided with a guide with phone # for support as well as step by step instructions on using readily available resources for VRI service needs
Customer Functionality – Uses common internet browsers, Chrome & FireFox
Interpreter Performance – uses local Maine interpreters who are familiar with local entities or those based out of Maine where the setting allows
Administration: assist in determining certain request is best met by VRI or in person and whether an in house interpreter shall perform the VRI or a contracted interpreter from Maine or elsewhere
Implementation Plan – more than 24-hours in advance VRI services are available beginning on or prior to October 1, 19. On demand will be on an as available basis until a 365/24/7 guaranteed arrangement is in place, currently targeted for Fall 2020. State employees will only be responsible for requesting contracting and connecting with VRI services
Billing: Billed at 2 hour minimum and at 15 minute increments thereafter.
Invoice – Sample invoice provided Appendix H

[illegible]

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086
RFP TITLE: PQVL for ASL & VRI
BIDDER NAME: Pine Tree Society
DATE: 7/11/19
EVALUATOR NAME: Kathy Paquette
EVALUATOR DEPARTMENT: Procurement Services

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

Individual Evaluator Comments:

<p>Section I - Overview & Experience</p> <ul style="list-style-type: none">• Founded in 1936• Launched Interpreting Services Program in 1976• Only statewide not-for-profit• Employees staff interpreters – 8 interpreters, 1 director/interpreter, 2 schedulers• Interpreters are licensed by the State Office of Licensing & Registration• Four interpreters are certified through RID, four more have passed the halfway mark in the RID Certification process• Interpreters work in all setting and have between 5-20 years of experience• Knowledgeable about interpreting ethics, current research, regulations, the ADA, HIPPA, and issues impacting the Deaf community• Has state of the art scheduling• Deaf Tandem interpreters are licensed by Professional Financial Regulation• Litigation - None• Licensure & Certification – Each interpreter maintains a Maine Interpreting License through OLR-PFR.• CIO – provided current certificate

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: Pine Tree Society

DATE: 7/11/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

Section II – Proposed Services

ASL:

- | |
|---|
| <ul style="list-style-type: none">• Offers 24/7/365 services statewide• Able to provide Legal, private therapeutic/medical, vocational rehabilitation, protective services, public meetings with large audiences and business• Providing interpreters for K-12 and college students for 30 years• Able to provide services throughout the State• HIPPA – all staff and contractors sign a copy of the RID Inc. Code of Professional contract• All interpreters sign a mutual non-disclosure agreement• All interpreters sign a BA• Judicial Branch Services – Legally qualified interpreters will adhere to the AOOC policies• RID CPC is the guiding principles• QAP – Clear QAP• Billing – Uses an online, HIPPA compliant scheduling software• Bi Weekly or Monthly invoicing• Maintains electronic records of certification, agreements and licenses• Meets reporting requirements• Sample invoice provided |
|---|

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: Pine Tree Society

DATE: 7/11/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

- VRI:
- 24/7/365
- 1st VRI interpreting service provider in Maine
- Maintains and updates internet-based version of the Polycorn systems
- Functionality - Uses Zoom (www.zoom.us) for assignments – web based video conferencing system accessible on PC & Mac
- Single point contract
- Request can be made online forms, phone, fax email
- Use HIPAA online compliant scheduling software
- Interpreter Performance - Measures client feedback
- Administration - Provides helpdesk services between 7 am and 7 pm EST
- Provides reports up request
- Implementation – current provider no start up time
- Billing - Provides On Demand and Provides Pre-Scheduled
- Easy to read invoices bi-weekly or monthly

[illegible]

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086
RFP TITLE: PQVL for ASL & VRI
BIDDER NAME: MJ Grant
DATE: 7/18/19
EVALUATOR NAME: Kathy Paquette
EVALUATOR DEPARTMENT: Procurement Services

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

Individual Evaluator Comments:

<p>Section I - Overview & Experience</p> <ul style="list-style-type: none">• Holds a current contract with the State of Maine• 21 years experience providing services• Hold three National Professional Certifications• Native American Sign Language skills• Holds Certificate of Interpreting (CI), Cert. of Transliteration (CT), National Interpreter Certification (NIC), Educational Interpreter Performance Assessment (EIPA), Post-Secondary Education Level 5 (Performance only).• Hires high quality certified sub-contractors.• Interpreters are Nationally Certified Interpreters with State Licensure• Provided 3 projects – examples included educational setting, medical & State settings• Litigation - None• Licensure & Certification – Maine Licensed Interpreters, Certified and Pre-Certified. Proved list• CIO – provided certificate will need current CIO• No copy of invoice
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STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: MJ Grant

DATE: 7/18/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

Section II – Proposed Services

ASL:

- | |
|--|
| <ul style="list-style-type: none">• Did following instructions on how to respond but did provide detailed information•• Provides services throughout the State of Maine• HIPPA – agrees to maintain as required in the RFP (not much detail)• Certified to provide legal, medical and other specialized interpreters• Adhere to Standards of Professional Code for Judicial Proceedings• Customer Services – Is high priority will be immediately escalated to MJG• Can provide reports• Billing – Has precise electronic billing – includes internal controls• Submit monthly billing• Interpreters adhere to standards of confidential communication• Has secure online portal• Robust Scheduling System• |
|--|

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: MJ Grant

DATE: 7/18/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

- VRI:
- Provides pre-scheduled sign language
- Able to pre-schedule VRI calls with a minimum of 24-hour notice
- 365/24/7
- Statewide
- Platform Zoom, Zoom (Pro) – technical information provided
- VRI assignments – interpreters will be logged on and prepared to begin assignment 10 minutes prior to the call's actual start time
- Real time
- MJS signal point of contact
- Can provide records of individual interpreters
- Establish individual accounts

[illegible]

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: Danielle M. Perfetto, DBA Kewl ASL

DATE: 7/18/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

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

Individual Evaluator Comments:

Section I - Overview & Experience
<ul style="list-style-type: none">• Providing services since 1985 (Deborah Myers original owner, Certified Interpreter and K-12 specialty certified)• Change in ownership 2016 to daughter current owner Certified Interpreter• Bangor & Ellsworth area• Provided 3 projects• Litigation - None• Licensure & Certification – approx 35 interpreters subcontracting majority are nationally certified• 6 have special certificates• 4 in legal• 4 in educational• Prof & Fin Reg licensed• CIO - provided current certificate• Copy of invoice

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 201905086

RFP TITLE: PQVL for ASL & VRI

BIDDER NAME: Danielle M. Perfetto, DBA Kewl ASL

DATE: 7/18/19

EVALUATOR NAME: Kathy Paquette

EVALUATOR DEPARTMENT: Procurement Services

Section II – Proposed Services

ASL:

- | |
|--|
| <ul style="list-style-type: none">• Received most request via email and telephone• Responds by end of next business day• Sent confirmation email• Provides ongoing consulting, support and teach of the Deaf Services |
|--|

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STATE OF MAINE
DEPARTMENT OF Administrative and Financial Services

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201905086
RFP TITLE: PQVL ASL and VRI

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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

Kathy Paquette
Signature

7-2-19
Date



STATE OF MAINE
DEPARTMENT OF LABOR

Janet T. Mills
Governor

Laura A. Fortman
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201905086
RFP TITLE: PQVL for ASL and VRI Interpreting Services

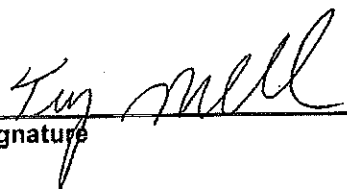
I, Terry Morrell accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. 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.

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Signature

7-2-19

Date



STATE OF MAINE
DEPARTMENT OF Administrative and Financial Services

Janet T. Mills
Governor

CONFIDENTIAL INFORMATION AGREEMENT
RFP #: 201905086
RFP TITLE: PQVL ASL and VRI

I, A. Grace Cooney will be interpreting for Terry Merrill, Department of Labor, who is a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement and will abide by the confidential discussion of the evaluation team.

I agree to hold confidential all information discussed related to the contents of Requests for Proposals presented during the review process.


Signature

Date 7/26/2019



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF Administrative and Financial Services

CONFIDENTIAL INFORMATION AGREEMENT
RFP #: 201905086
RFP TITLE: PQVL ASL and VRI

I, Julia Schafer will be interpreting for Terry Merrill, Department of Labor, who is a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement and will abide by the confidential discussion of the evaluation team.

I agree to hold confidential all information discussed related to the contents of Requests for Proposals presented during the review process.

Julia Schafer
Signature

7/22/19
Date

Rev. Sept. 2013