

## **Murphy, Suzanne M**

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**From:** Kibler, Scott  
**Sent:** Friday, February 14, 2020 8:50 AM  
**To:** pdube@colonialadj.com  
**Cc:** Murphy, Suzanne M  
**Subject:** RFP  
**Attachments:** Award Notice.pdf

Good Morning Pete,

Attached is the award notice confirming Colonial Adjustment, Inc. was the selected bidder for the Claims Adjustment Services RFP.

We are hoping to finalize our service contract shortly and get that to you as soon as possible.

Please let me know if you have any questions.

Regards,

Scott Kibler  
Case Manager  
Risk Management Division  
207-287-3354



**STATE OF MAINE**  
**Department of Administrative**  
**and Financial Services**  
*Risk Management*

JANET T. MILLS  
GOVERNOR

KIRSTEN FIGUEROA  
Commissioner

**AWARD NOTIFICATION LETTER**

February 14, 2020

Peter Dube  
Colonial Adjustment, Inc.  
111 Wescott Road  
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFP #: 201911198  
RFP TITLE: CLAIMS ADJUSTMENT SERVICES

Dear Mr. Dube:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for Claims Adjustment 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 award to the following bidder:

- Colonial Adjustment Inc.

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Kibler", written over the printed name.

Scott Kibler  
Risk Management Division  
111 Sewall Street  
Augusta, ME 04333

# STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

**RFP #:** 201911198  
**RFP TITLE:** Claims Adjustment Services  
**BIDDER NAME:** Colonial Adjustment  
**DATE:** 2/7/2020  
**EVALUATOR DEPARTMENT:** DAFS/Risk Management

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**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/RISK MANAGEMENT  
**NAME OF RFP COORDINATOR:** SCOTT KIBLER  
**NAMES OF EVALUATORS:** SUZANNE MURPHY AND SCOTT KIBLER

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## SUMMARY PAGE

<b>Pass/Fail Criteria</b>		
	Pass:	Fail:
♦		
♦		
	<b>Points Awarded:</b>	
<b>Numerical Score:</b> (Edit sections below to match evaluation criteria within RFP)		
Section I. Organization Qualifications and Experience (Max: 50 Points)		
Section II. Proposed Services (Max: 25 Points)		
Section III: Cost Proposal (Max: 25 Points)		
<b>TOTAL POINTS</b> (Max: 100 Points)		

**THIS RFP RESULTED IN ONLY BIDDER- COLONIAL ADJUSTMENT**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**BIDDER NAME:** Colonial Adjustment

**DATE:** 2/7/2020

**EVALUATOR DEPARTMENT:** DAFS/Risk Management – Scott Kibler, Suzanne Murphy

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

**Total Points Available:    50    Score: \_\_\_\_\_**

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**Evaluation Team Comments:**

- 45 years in business
- Maine company
- 30 adjusters all licensed at Bureau of Insurance
- Each adjuster averaging 15 yrs experience
- Property & Casualty, Auto, specialty, subrogation, Catastrophe, investigative claims expertise
- Vast territory coverage, including out of State of Maine (VT, NH)
- 24/7 claims service
- Previous claims handling for the State of Maine- excellent service provided
- Certificates of Insurance met
- No Litigation

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION II  
Proposed Services**

**Total Points Available:    25        Score: \_\_\_\_\_**

\*\*\*\*\*

**Evaluation Team Comments:**

As needed for claims:

- Investigation of claims, full scope
- Statements- recorded and in person
- Photos for claims
- Estimating of property and auto
- Liability, negligence and coverage determinations
- Subrogation experience and assistance
- Trial or mediation attendance services
- 24/7 emergency response service
- In and out of state claims services

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

**Total Points Available: 25                      Score: \_\_\_\_\_**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
One Bidder	÷	various	x	25 points	=	

**Evaluation Team Comments:**

**COST IS BASED ON SERVICES PROVIDED**

All cost details are outlined in the RFP response

Using the following weblinks and market research, we can confirm that the rates charged are in line with that of the industry.

<https://www.vas-trained.com/how-are-independent-insurance-adjusters-paid/>

<https://adjusterpro.com/fee-schedules/>

<https://claimsmate.com/public-adjuster-fees/>

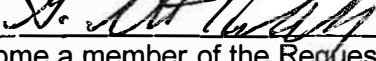


**STATE OF MAINE**  
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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201911198**  
**RFP TITLE: CLAIMS ADJUSTMENT SERVICES**

I, SCOTT KIBLER   
accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of DAFS/RISK MANAGEMENT. 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.**

  
Signature

2-7-20  
Date





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**AGREEMENT AND DISCLOSURE STATEMENT**

RFP #: 201911198

RFP TITLE: CLAIMS ADJUSTMENT SERVICES

I, SUZANNE MURPHY

*Suzanne Murphy*

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*Suzanne Murphy*

Signature

Date

*2/7/20*