

**State of Maine
Master Score Sheet**

RFP# 202305110					
RFP Name: Pre-qualified Vendor List for Stakeholder Engagement Facilitators					
Bidder Name:		Nuka Research and Planning Group, Inc.	Future iQ, Inc.	FB Environmental	Consensus Building Institute, Inc.
Proposed Cost:		\$90/hr - \$155/hr	\$85/hr - \$180/hr	\$72/hr - \$160/hr	\$77/hr - \$225/hr
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	50	45	35	50	50
Section III: Proposed Services	25	12	15	24	25
Section IV: Cost Proposal	25	20	19	20	15
TOTAL	<u>100</u>	<u>77</u>	<u>69</u>	<u>94</u>	<u>90</u>
Bidder Name:		Braided Planet Consulting, LLC	Acorn Engineering, Inc.		
Proposed Cost:		\$60/hr - \$127/hr	\$70/hr - \$170/hr		
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	50	47	25		
Section III: Proposed Services	25	25	16		
Section IV: Cost Proposal	25	25	20		
TOTAL	<u>100</u>	<u>97</u>	<u>61</u>		



**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

September 5, 2023

Acorn Engineering, Inc.
500 Washington Street, Suite 202
Portland, ME 04103
Delivered via email: astrause@acorn-engineering.com

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear Aubrey Strause:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

- Braided Planet Consulting, LLC
- Consensus Building Institute, Inc.
- FB Environmental
- Nuka Research and Planning Group, Inc.

The bidders listed above have met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed a contract with the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. Any Notice of Conditional Contract Award resulting from a Mini-Bid award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor(s). The vendor shall not acquire any legal or equitable rights relative to 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 and dissolve the Pre-Qualified Vendor List at any time.

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. A Statement of Appeal Rights has been provided with this letter; see below.

The pre-qualified vendor list for stakeholder engagement facilitators has an annual enrollment period with the next proposal deadline being 11:59 p.m. on the 1st business day of October in 2024.

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

Sincerely,

A handwritten signature in cursive script that reads "Naomi Kirk-Lawlor".

Naomi Kirk-Lawlor

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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September 5, 2023

Braided Planet Consulting, LLC
P.O. Box 512
Readfield, ME 04355
Delivered via email: samantha@braidedplanet.com

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear Samantha Horn:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

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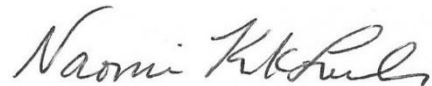
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Naomi Kirk-Lawlor

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Commissioner**

September 5, 2023

Consensus Building Institute, Inc.
2067 Massachusetts Avenue, STE. 570
Cambridge, MA 02140
Delivered via email: dplumb@cbi.org

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear David Plumb:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

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**Melanie Loyzim
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September 5, 2023

FB Environmental
97A Exchange Street, Suite 305
Portland, ME 04101
Delivered via email: binas@fbenvironmental.com

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear Bina Skordas:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

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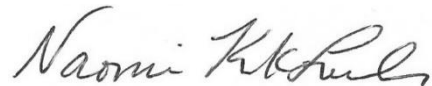
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Naomi Kirk-Lawlor

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Commissioner**

September 5, 2023

Future iQ, Inc.
P.O. Box 24687
Minneapolis, MN 55424
Delivered via email: david@future-iq.com

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear David Beurle:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

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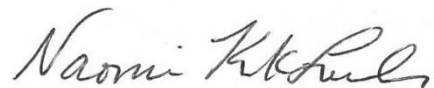
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Governor**

**Melanie Loyzim
Commissioner**

September 5, 2023

Nuka Research and Planning Group, LLC
10 Samoset St
Plymouth, MA 02360
Delivered via email: sierra@nukaresearch.com

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202305110,
Pre-qualified vendor list for stakeholder engagement facilitators**

Dear Sierra Fletcher:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for a pre-qualified vendor list for stakeholder engagement facilitators. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional awards to the following bidders:

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Naomi Kirk-Lawlor

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Acorn Engineering, Inc.

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	25
Section III. Proposed Services	25	16
Section IV. Cost Proposal	25	20
<u>Total Points</u>	<u>100</u>	<u>61</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Acorn Engineering, Inc.

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided the cover page as well as the debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Acorn Engineering, Inc.

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	25

Evaluation Team Comments:

- I. Overview of the Organization
 - Maine-based engineering firm located in Portland, ME.
 - Extensive engineering experience including project design, construction, and regulatory compliance.
 - Extensive experience preparing development permit applications to comply with State regulations.
 - Experience and knowledge of state and federal environmental regulation.
 - Have strong technical experience participating in stakeholder processes.
 - Has some facilitator experience.
 - Project examples may be ongoing but seemed focused on events more than 5 years ago.
 - Project One describes the bidder was a participant in a multi-year stakeholder process, not as a facilitator.
 - The description of Project Two is unclear whether the bidder served in the role of stakeholder representative/participant or a facilitator of the project.
 - The proposal as a whole doesn't demonstrate strong facilitation or conflict resolution experience.
 - Written communication is unclear especially as we try to understand what roles the bidder played in the stakeholder processes described.
- II. Subcontractors
 - None Listed.
- III. Organizational Chart
 - Provided
- IV. Litigation
 - One case was resolved in the last five years. No active litigation.
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Acorn Engineering, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	25	16

Evaluation Team Comments:

- Describes the steps necessary to a stakeholder process including identifying stakeholders, determining the process, and developing outreach tools.
- No description of methods or approaches to resolve conflict or achieve consensus among stakeholders with different views.
- Description of extensive technical knowledge in environmental engineering services.
- Understand that a rulemaking process requires preparation work prior to the start of stakeholder meetings.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Acorn Engineering, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost	25	20

Evaluation Team Comments:

- Cost seems reasonable.
- Provided reasonable miscellaneous expense rates, which are reasonable.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	47
Section III. Proposed Services	25	25
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided the cover sheet and debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	47

Evaluation Team Comments:

I. Overview of the Organization

- Solo consulting practice based in Readfield, ME.
- Unsure when business was founded – it was “recently formed”.
- Experienced and knowledgeable about environmental protection, natural resources, wildlife and land use policy.
- Leadership experience in Maine state government and Maine-based environmental NGO.
- Has appeared in front of Maine legislative committees.
- Educational background in conflict resolution theory and facilitation techniques.
- Complex appreciation of Indigenous government-to-government dimensions in policy development, particular to Maine.
- Appreciation of rural/urban divide in Maine and how that may affect stakeholder engagement.
- A depth of knowledge and experience in Maine and about Maine communities.
- Two decades of experience with stakeholder-based policy making and Maine’s rulemaking process.
- Describes the importance of transparency to successful stakeholder processes.
- Technical capabilities and methods of collecting data described in detail.
- Clear understanding that Maine is a diverse place and different approaches are needed with different stakeholders/populations.
- Nuanced description in project examples of when to lead discussions and when to step back and let stakeholders work between themselves in order to achieve the goals of the project.
- Experience with community outreach, large public meetings, surveys, personal interviews, providing explanatory materials, and geographic mapping of potential policy outcomes.
- The qualifications and experience described give us confidence that the bidder can facilitate a stakeholder engagement process in the context of controversial subjects to meet project goals.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

II. Subcontractors

- VIEWSHED
- 32 years' experience in data visualization, public engagement, and GIS data development and analysis.
- Multidisciplinary staff of 12.
- Specializes in using GIS mapping to facilitate policy decision making among stakeholders.
- Experience working with local, regional and state agencies across Maine,
- Developed and taught training classes on Public Participation GIS.
- On the Board of the largest national GIS professional organization and has led their Equity and Social Justice Workgroup for 10 years.

III. Organizational Chart

- Provided

IV. Litigation

- None listed.

V. Certificate of Insurances

- Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	25	25

Evaluation Team Comments:

- Proposal gives us confidence that Braided Planet and VIEWSHED work well as a team.
- Provides a detailed outline of the steps the facilitator will take to accomplish the project.
- Seems to have a deep understanding of the facilitation services needed and has the skills to provide them.
- The bidder shows a thoughtful approach to specific practices that will aid in achieving the project goals, including: setting a welcoming tone, vetting data and displaying it well, prioritizing transparency for the sake of trust building, making special efforts to seek input from certain groups, and opportunities for the participants to vet the project outcomes.
- Bidder points out that sometimes the last stage of the stakeholder process is rushed (vetting the final outcomes) and notes that should be avoided.
- Proposed services place an emphasis on the potential for spatial, diagrammatic, and map-based presentation materials.
- As part of her transparency plan, methods for sharing information were very detailed and included, websites, social media, emails, press releases, blogs, personal appearances, community meetings, videos, infographics and maps.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Braided Planet Consulting, LLC

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost	25	25

Evaluation Team Comments:

- Pricing was very reasonable.
- Pricing for other expenses was provided and was reasonable.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
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Section IV. Cost Proposal	25	15
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided cover page and debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	50

Evaluation Team Comments:

I. Overview of the Organization

- Staff located in Portland, ME.
- Have a high level of experience working for the State of Maine, including DEP, and the Governor’s Office.
- Have 25+ years’ experience with facilitation focused on a collaborative approach to conflict resolution.
- Have experience working with diverse stakeholders including environmental NGOs, government regulators, lobstermen, community groups, and indigenous communities.
- Extensive experience with virtual meetings and digital engagement tools.
- Very strong and well organized description of facilitation projects on the topics of environmental policy development, wildlife resources, energy siting, and environmental restoration of Superfund sites, including many example projects.
- Experience defining meeting objectives, developing agendas and doing the logistical support and tracking of stakeholder participation.
- Experience with and knowledge of environmental regulation at the state and federal level.
- Clear that they work closely with the client to develop a facilitation process.
- Successfully facilitated the Maine Climate Council, including large meetings and working groups.
- Facilitated the nitrogen working group in the Portland area focused on water quality regulation with DEP as a client.
- All three highlighted projects were State of Maine projects, they understand the types of engagement needed for State projects.
- Their qualifications and experience give us confidence they will be able to undertake complex stakeholder facilitation projects in the context of conflict.

II. Subcontractors

- Based in Maine
- Provide mediation and facilitation services
- 25 years of experience

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

- Environmental policy experience
- III. Organizational Chart
 - Provided
- IV. Litigation
 - None listed
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	25	25

Evaluation Team Comments:

- Provided detailed description of strategies for establishing credibility with participants, developing shared problem statements and overcoming disagreements by focusing on underlying interests.
- Detailed description of proposed services and how they would support consensus throughout the process.
- Explained how they met each component of “skills and experience” from the RFP; very thorough.
- Fully understood the services that are needed and showed that they know how to achieve a meaningful outcome.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Consensus Building Institute, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Costs	25	15

Evaluation Team Comments:

- No additional costs listed other than hourly rates.
- Rates were at the high end.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: FB Environmental

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	50
Section III. Proposed Services	25	24
Section IV. Cost Proposal	25	20
<u>Total Points</u>	<u>100</u>	<u>94</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: FB Environmental

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided cover page and debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: FB Environmental

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	50

Evaluation Team Comments:

- I. Overview of the Organization
 - Headquarters in Portland ME
 - Strong stakeholder engagement experience working with scientists, conservation groups, state and municipal government decision makers.
 - Strong, specific knowledge of environmental regulation at the state and federal levels.
 - Experience facilitating sessions relating to environmental regulation and environmental protection policy development.
 - Experience conducting in person and virtual meetings and using digital outreach tools.
 - Strong technical expertise in land and water resource issues and strong research and data analysis skills.
 - Experience working with diverse groups and conflict resolution.
 - Experience organizing and planning public meetings and keeping records of stakeholder engagement
 - Experience developing materials including newsletters, maps, posters, final reports, and websites.
 - 16 associates with over 150 years combined experience.
- II. Subcontractors
 - Professional engineer with more than 10 years of experience
 - Located in Scarborough
 - Ecological assessments and water quality expertise.
- III. Organizational Chart
 - Provided
- IV. Litigation
 - None listed
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: FB Environmental

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	25	24

Evaluation Team Comments:

- Demonstrate a clear understanding of what's needed in facilitation. Clearly laid out a process for facilitating a project.
- Understand that they will be working with the client to develop the project process tailored to the client's needs.
- Varied strategies to identify, reach and engage different stakeholders.
- Describes use of participant polls, breakout sessions, white boards, and development of map-based geographic materials.
- Bring outside subject matter experts if needed.
- The proposed services presented are very strong and give us confidence the bidder could achieve the goals of a stakeholder engagement process.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: FB Environmental

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost.	25	20

Evaluation Team Comments:

- Costs seem reasonable compared with services and experience provided.
- Costs include all other expected expenses.
- Provided three years of costs so there is predictability for future rates.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	35
Section III. Proposed Services	25	15
Section IV. Cost Proposal	25	19
<u>Total Points</u>	<u>100</u>	<u>69</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided cover page and debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	35

Evaluation Team Comments:

I. Overview of the Organization

- Headquarters located in MN, unsure whether staff are located in Maine.
- Global research and consulting company founded in 2003.
- Extensive experience with facilitating projects relating to future visioning, strategic action planning, and community development.
- Have experience working for State governmental clients.
- Have experience conducting stakeholder interviews, surveys, roundtables, and community engagement sessions in rural and urban locations.
- Experience working with racially and ethnically diverse communities.
- Experience developing materials including websites, discussion boards, surveys, reports and notices.
- The proposal was not focused. It contained extra information including over one hundred links to examples and explanations of their work. This impeded the readability and clarity of the proposal.
- The proposal does not demonstrate experience facilitating processes centered around policy development in the context of environmental regulations, environmental protection, or natural resources.
- Proposal does not demonstrate a general knowledge of state and federal environmental regulations.
- Experience developing communication materials including websites, surveys, discussion boards, reports and notices.
- Did not directly address conflict resolution skills or experience.
- This proposal does not give us confidence that they have experience facilitating a stakeholder engagement process for the purposes of policy development on topics related to environmental protection and natural resource regulation.

II. Subcontractors

- None listed

III. Organizational Chart

- Provided details of staff roles but not a chart.

IV. Litigation

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

- None listed
- V. Certificate of Insurances
- Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	25	15

Evaluation Team Comments:

- Under proposed services 8 pages of text are provided without a clear indication of the steps they would take to complete a policy-focused stakeholder engagement process.
- Describes in detail their “signature engagement tools” focused on future visioning and scenario-based thought experiments.
- Describe inclusive and transparent communication technologies, including social media, email newsletters, project portals, media relations, ad copy, and graphics.
- They understand the need to work closely with the client and maintain regular communications for the duration of the project.
- Describe varying approaches to get input from different stakeholder groups (youth, seniors, etc.)
- Special emphasis on creating branded designs for projects.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Future iQ, Inc.

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost.	25	19

Evaluation Team Comments:

- Cost is slightly higher than average rates.
- Costs include all travel, accommodation costs and overheads.
- Client will provide venues as required.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Naomi Kirk-Lawlor

Names of Evaluators: Naomi Kirk-Lawlor, Matt Hight, Denice Baron

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	45
Section III. Proposed Services	25	12
Section IV. Cost Proposal	25	20
<u>Total Points</u>	<u>100</u>	<u>77</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Provided the cover page and the debarment form.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	50	45

Evaluation Team Comments:

I. Overview of the Organization

- Headquartered in MA, however, facilitator located in Yarmouth, ME.
- Experience with and knowledgeable about State and Federal environmental regulations. Some experience specific to Maine, but more in other states.
- Experience facilitating groups with the goal of policy development on topics of environmental resources and environmental protection.
- Experience producing written and visual materials including final reports, summary documents, slideshows, and consensus-based policy recommendations.
- Experience facilitating large groups (40 participants) using digital engagement techniques.
- Experience with environmental justice.
- Experience working for Indigenous clients to facilitate consensus-based policies among Tribes.
- Experience facilitating diverse stakeholder groups, including local governments, federal agencies, industry, retailers, academia, environmental organizations, indigenous communities, and First Nation communities.
- Mentioned work on two rivers in Maine, but did not highlight their work on these projects.
- Many years of experience with remote/virtual facilitation due to work across remote areas.
- Lead facilitator has experience working within the context of emotionally charged conflicts.
- Demonstrate organizational skills like agenda development, meeting scheduling, logistics and tracking stakeholder participation.
- Their qualifications and experience give us confidence that they could carry out a stakeholder engagement process to achieve meaningful goals.

II. Subcontractors

- No subcontractors are proposed to be used.

III. Organizational Chart

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

- Provided.
- IV. Litigation
 - No litigation.
- V. Certificate of Insurances
 - Provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	25	12

Evaluation Team Comments:

- The bid contains information that outlines the general process the bidder uses for a facilitation project , which is responsive to the Proposed Services section.
- The proposal as a whole indicates the bidder has a good understanding of the necessary services that would be needed for a stakeholder engagement facilitation to be successful.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-qualified vendor list for stakeholder engagement facilitators

BIDDER: Nuka Research and Planning Group, LLC

DATE: August 16, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost	25	20

Evaluation Team Comments:

- Costs seem reasonable.
- Did not submit any additional costs outside of hourly rates.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Acorn Engineering Inc

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Headquarters and lead staff in Portland, ME*
 2. *Provided Debarment Form*
 3. *Experience covers the areas of civil engineering and design, site development and permitting and construction phase services, field of environmental engineering and compliance, including environmental site assessment, soil and ground water remediation planning and design, Maine's voluntary response action program, stormwater treatment system designs and permitting.*
 4. *Founded in 1988, reorganized in 2007*
 5. *Developed a network of other consultants, planners, construction companies, developers and municipal officials throughout Maine*
 6. *Experience with statutes and regulations*
 7. *Excellent reputation with Maine DEP*
 8. *Provided list of qualified staff detailing qualifications for stakeholder engagement facilitation, including certifications. Unclear if they all have facilitation experience*
 9. *Highly knowledgeable with DEP subject matters*
 10. *Experience with stakeholders with different views*
 11. *Provided 3 projects within the last 5-years, no state of Maine clients*
 12. *Subcontractor – n/a*
 13. *Provided Org Chart*
 14. *Litigation – No current litigation, one listed in past 5-years that's now resolved*
 15. *Insurance - current*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Acorn Engineering Inc

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

1. *Seems to understand the facilitation services needed including the 12 skills they list into 4 core competencies: Technical knowledge of the subject matter, Strong communication skills, Managing including conflict between stakeholders, listening carefully. Understands Chapter 500 Rulemaking process. Has the depth of technical knowledge to facilitate as needed. Understand the preparation prior to stakeholder engagement. Will work with the Department to understand the intended vision of the process.*

III. Cost

1. *\$70-\$170 range (hourly rates subject to change 1/1/24)*
2. *Cost seems reasonable*
3. *IRS standard mileage*
4. *Copy rates included and vary by type/size*
5. *Other – at cost plus 15%*
6. *Overnight or mail express – at cost plus 15%*
7. *Subcontractors (if necessary) – at cost plus 15%*
8. *Any application fees and certified mailing – Department cost*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Braided Planet Consulting, LLC

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience

- 1. Headquarters in Readfield, ME*
- 2. Provided Debarment Forms*
- 3. Unsure of when founded*
- 4. Provides advising services, policy research and analysis stakeholder engagement and project management and implantation for public, private and nonprofit clients.*
- 5. Had environmental experience, including previously employed as Director of Science at The Nature Conservancy in Maine, extensive leadership roles in the Maine Land Use Planning Commission, the Maine Department of Marine Resources and the Maine Department of Inland Fisheries and Wildlife*
- 6. Experienced natural resource professional focused on improved outcomes through solid science, stakeholder engagement, a transparent and public process, and conflict resolution techniques.*
- 7. Experience with rulemaking, public engagement, diverse groups*
- 8. Provided 3 projects within the last 5-years – all as an employee of the client listed, two for LUPC*
- 9. Subcontractor – Viewshed, Judy Colby-George, 32 years' experience*
- 10. Provided Org Chart*
- 11. Litigation – N/A*
- 12. Insurance – both current*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Braided Planet Consulting, LLC

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

- 1. Seems to understand the facilitation services needed, has knowledge to provide. High quality design process, Braided Planet Consulting and Viewshed seem to work as a team, set an inclusive and welcoming tone, responsible approach to data collection and display rigorous transparency including ongoing sharing of information understands the many possible methods, compassionate, inclusive and fair facilitation methods. Understand the department has a deep understanding of the subject matter and can help guide the contractor in key issues and contacts, shared project/collaboration. Will provide spatial or diagrammatic analysis and summaries. Seems very detailed - when the final report is issued every participant will know where the information came from and why it was included.*

III. Cost

- 1. \$60-\$127 range*
- 2. Cost seems very reasonable*
- 3. Cost such as computer use and telephone are included. Other expenses such as high-volume printing charges at cost plus 10%. Mileage at IRS reimbursement rate with no markup.*
- 4. Unsure of overnight expenses*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Consensus Building Institute, Inc.

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Headquarters – MA, lead staff in Portland, ME*
 2. *Provided Debarment Form*
 3. *Non Profit Org*
 4. *CBI 25+ years*
 5. *Experts in facilitation, mediation, capacity building, citizen engagement and organizational strategy and development.*
 6. *Engage both governments, private sector, etc.*
 7. *Core expertise is designing and running collaborative process that assist diverse actors to work create across differences to build agreements.*
 8. *Experiences with environmental and natural resource issues*
 9. *Provided list of relevant experience, provided many for Superfund clean-up, Energy Siting, Wildlife, Environmental Policy*
 10. *Senior Mediator has worked with DEP and has a broad range of stakeholder on environmental issues, including the Maine Climate Council*
 11. *Provided 3 Projects in the last 5-years – All state of Maine projects including Governor's Office.*
 12. *Subcontractor – SAMBAS Consulting, Cumberland Foreside, ME, 25+ years experience*
 13. *Provided Org Chart*
 14. *No litigation*
 15. *Certificate of Liability provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Consensus Building Institute, Inc.

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

1. *Seems to fully understand the services needed. Including facilitator practices tools, regulatory, diverse groups, conflict resolution, communication skills needed, record keeping, event planning, large/small number participants, participatory decision making, shared ownership of outcomes, ability to facilitate in person or virtual/hybrid, collaboration in software and digital engagement tools, stakeholder engagement and education work plan, timely strategies, develop list of stakeholders, preparation will include planning calls with state involvement, set clear meeting guidelines*

III. Cost

1. *\$77-\$225 range*
2. *Top range seems on the higher side*
3. *No additional costs submitted*
4. *Unclear about overnight travel related costs*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: FB Environmental

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Headquarters and lead staff in Portland, ME*
 2. *Provided Debarment Form*
 3. *Regional leader in water resource planning, assessment, monitoring, and restoration.*
 4. *16 associates have 150+ years combined experience*
 5. *Suited to convene stakeholders, elicit strong engagement and participation and clearly communicate results to a broad range of technical, regulatory and general public audiences*
 6. *Owner and CEO of FBE will serve as the Principal in Charge, responsible for ensuring all project tasks are completed to the satisfaction of Maine DEP*
 7. *Sr. Project Managers have worked in private and municipal sectors and currently working on environmental matters*
 8. *Provided 3 projects within the last 5-years, no state of Maine clients*
 9. *Subcontractor – Streamworks, PLLC 10+years' experience, located in Scarborough ME*
 10. *Provided Org Chart*
 11. *Litigation – N/A*
 12. *Insurance - current*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: FB Environmental

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

1. *Seems to understand the facilitation services needed including environment projects, including watershed-based plans. Understands engaging stakeholders, public meetings, contentious issues, strategies, large/small meeting settings, in person and hybrid, digital outreach tools, etc.*

III. Cost

1. *\$72-\$160 range year 1*
2. *\$74-\$165 range year 2*
3. *\$76-\$170 range year 3*
4. *Cost seems reasonable*
5. *Cost includes all other expected expenses*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Future iQ, Inc.

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience

- 1. Headquarters in Minneapolis, MN,*
- 2. Provided Debarment Form*
- 3. Small privately owned global research and consulting company founded in 2003*
- 4. Eight staff members and 5 strategic partners*
- 5. Expertise in regional planning, tourism destination development, defense sector engagement, city and urban planning, organization and corporate planning, economic and workforce development*
- 6. Methodology includes stakeholder and community engagement, scenario-based strategic planning and visioning, customized foresight research, FutureiQ Mapper network and supply chain mapping, data visualization, the future game*
- 7. Unique Methodological Approach – future orientation, data driven, people focused*
- 8. Provided 7 examples of work with diverse communities and underrepresentation*
- 9. Provided 9 examples of work involving extensive stakeholder engagement, including Town of Falmouth, ME*
- 10. Provided 3 projects within the last 5-years – two with the State of Vermont*
- 11. Subcontractor – n/a*
- 12. Provided Org Chart listing*
- 13. Litigation – N/A*
- 14. Insurance - current*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Future iQ, Inc.

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

- 1. Seems to understand the facilitation services needed, has knowledge to provide. Understands and has an engagement plan methodologies and approaches, scenario based think tank methodology, data visualization, communication plans methodologies and branding. Has a people focused hands on engagement method, provided many methodology approaches and examples. Has a people focused engagement approaches to stakeholder cohorts, provided many cohort groups and project examples, has a scenario based think tank methodology, data visualization, communication plan (includes working closely with client to maintain regular communications for the duration of the project), people focused inclusive and transparent communication methodologies, provided many methodology and project examples. Customized and branded project materials, provided recent examples.*

III. Cost

- 1. \$85-\$180 range*
- 2. Cost seems reasonable*
- 3. Cost includes all travel, accommodations and overhead (clients will provide venues for workshops sessions and presentations as required)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Nuka Research and Planning Group LLC

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience

- 1. Headquarters – MA, Primary contact and senior facilitator located in Yarmouth, ME*
- 2. Provided Debarment Form*
- 3. Woman owned small business founded in 2004*
- 4. Originally founded to support clients seeking to improve oil spill prevention and response policies and planning in Alaska. Company was trusted to design and implement clear, transparent, and balanced processes to develop consensus in a place where many of those participating were still experiencing the impacts of the Exxon Valdez oil spill*
- 5. Some projects in Maine include focused on the Penobscot and Meduxnekeag Rivers*
- 6. Work with indigenous governments and organizations*
- 7. Provided each facilitation project requirements*
- 8. Project lead has 25-year career experience, wide range of environmental topics, environmental education, waste management and recycling, waste reduction, renewable energy and energy efficiency, air pollution, water pollution and food sovereignty*
- 9. Provided 3 Projects in the last 5-years – Including facilitation with simultaneous translation. No examples within Maine*
- 10. Subcontractor – n/a*
- 11. Provided Org Chart*
- 12. No litigation*
- 13. Certificate of Liability -current*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Nuka Research and Planning Group LLC

DATE: 8/13/23

EVALUATOR NAME: Denice Baron

EVALUATOR DEPARTMENT: Dept. of Agriculture, Conservation and Forestry

II. Proposed Services

1. *Seems to be missing from the proposal but I feel like they understand the facilitation needs and processes based on their experience.*

III. Cost

1. *\$90-\$155 range*
2. *Cost seems reasonable*
3. *No additional costs submitted*
4. *Unclear about overnight travel related costs*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: Acorn Engineering

DATE: 8/15/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org and experience.

Primary facilitator backed up by established engineering firm.

Project examples may be ongoing but seem focused on events more than 5 years ago.

Three relevant examples provided in a range of related fields with an emphasis on wastewater and stormwater.

Firm has experience in areas regulated by DEP.

No subcontractors.

Methods and resources

A collaborative approach is described, but not a lot of specifics other than Google docs.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: Braided Planet

DATE: 8/16/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org. and experience

The facilitator has facilitator training and appears to focus on facilitation.

Experience with Maine rulemaking process and natural resource issues and regulatory process relevant to DEP.

Methods and resources

Sole proprietor, supported by subcontractor with significant tech capacity.

Technical capabilities and methods of informing and gathering input described in detail.

Description of methods include reference to EJ principles.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: Consensus Building Institute

DATE: 8/15/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org and experience

Extensive experience and focus of facilitation and stakeholder process.

Organization seems to have depth as well as subcontractor support.

Methods and resources

Methods and use of technology for facilitation are well described.

Language that includes EJ principles is included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: FB Environmental

DATE: 8/15/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org and experience

Consulting firm with experience with land and water issues.

Subcontractor is an engineer with expertise in water issues.

Significant experience with regulatory process.

Methods and resources

Detailed description of methods and tech. capabilities.

EJ principles mentioned.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: Future iQ

DATE: 8/16/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org and experience

Extensive experience with facilitating of plans and visioning.

No emphasis on regulatory or environmental issues.

No subcontractors.

EJ experience and capabilities described.

Methods and resources

Thorough description of methods and tech

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR STAKEHOLDER ENGAGEMENT FACILITATORS

BIDDER NAME: Nuka Research

DATE: 8/16/23

EVALUATOR NAME: Matthew Hight

EVALUATOR DEPARTMENT: DEP

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:

Org and experience

No subcontractors.

EJ experience.

Regulatory and environmental experience.

Methods and resources

Description of facilitation process and remote meeting capabilities.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Acorn Engineering Inc.

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Extensive engineering experience including project design, construction, and permit/regulatory compliance.
- Experience preparing development permit applications to comply with State and local regulations.
- Strong experience and familiarity with state, local, and regional environmental regulations.
- Experience as a participant in stakeholder processes.
- Experience representing an organization and its members during a stakeholder process.
- Project Three describes a project facilitated by the bidder, which included 13 to 30 different towns working together towards regulatory solutions.
- Experience (Project Three) planning meeting agendas, serving as a technical filter for feasibility of different solutions, and distilling different contributions into a focused number of outcomes.
- Experience (Project Three) with stakeholders including local officials, engineers, State Municipal Association, legislators, watershed associations, and local environmental organizations.
- Experience (Project Three) integrating and displaying mapped data.

•

Negative

- Qualifications of the Firm, Qualifications of Proposed Staff, Licensure, and Certification sections of the proposal do not focus on any facilitation or stakeholder engagement experience or conflict resolution/negotiation qualifications.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: August 15, 2023

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EVALUATOR DEPARTMENT: Department of Environmental Protection

- Project One – the bidder was a participant in this multi-year stakeholder process, not a facilitator. This shows experience with stakeholder processes, but not facilitation experience.
- Project Two – it is unclear from the description whether the bidder served in the role of stakeholder representative/participant or a facilitator during this project. The client is listed as “Maine Small Municipal Separate Storm Sewer System (MS4) Permit Negotiation Process” however, that process was facilitated by the DEP, not by the bidder.

Proposed Services

Positive

- Proposal describes the steps necessary to identify stakeholders, determine the process, and develop outreach tools.
- Description of extensive technical knowledge in engineering services and permitting and development review.

Negative

- No description of ways to attract diverse stakeholders to participate.
- No description of methods or approaches to resolve conflict or achieve consensus among stakeholders with different objectives.
- Description of the Long Creek Watershed Management District does not make clear what facilitation techniques or skills were used or how the bidders facilitated stakeholder engagement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Braided Planet Consulting, LLC

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Experience using conflict resolution techniques, transparent public processes, and science-informed stakeholder engagement to solve complex problems.
- Extensive experience in stakeholder-based policymaking.
- Educational background includes conflict resolution theory, and facilitation techniques.
- Experienced and knowledgeable about natural resources, wildlife, environmental protection, and land use policy.
- Extensive experience in state environmental and land use regulation.
- Experience with federal environmental regulation.
- Complex appreciation of indigenous and government-to-government dimensions in policy development.
- Appreciation of rural/urban divide in Maine and how that may affect stakeholder engagement.
- Strong experience leading multi-stakeholder policy development projects, especially with respect to land use decision making.
- Experience with community outreach, surveys, developing mailings, personal interviews, creation of explanatory materials, geographic mapping of potential policy outcomes, and large public meetings.
- Experience facilitating within the context of controversy
- Experience presenting the results of a stakeholder engaged, policy development process to the legislature.
- Strong experience in using mapping and visual tools to facilitate discussion, visualize different policy directions, and reach breakthroughs between opposing stakeholders.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: Department of Environmental Protection

- Nuanced description in project examples of alternately leading discussion and stepping back from the discussions between stakeholders when that was advantageous to achieving the project outcome.

Proposed Services

Positive

- Provides a detailed outline of the steps the facilitator will take to accomplish the project and the tone they will be working to achieve.
- Describes specific practices that will aid in achieving the project goals including: setting a welcoming tone, making sure data is well vetted and displayed, facilitating trust through transparency throughout the process, special efforts to seek out input from certain groups, appropriate analysis of data, and opportunities to vet the process.
- Places an emphasis on an important component of goal of transparency in any project: stakeholder vetting of any outcomes before they are finalized. Points out that this stage of a stakeholder process is sometimes rushed and that should be avoided.
- Places an emphasis on the potential for spatial, diagrammatic, and map-based presentation materials.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Consensus Building Institute, Inc.

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Skilled and experienced building trust across diverse stakeholder groups.
- Skilled in virtual and in person meetings, both small groups and very large groups.
- Experience working with diverse stakeholders including environmental NGOs, large corporations, government regulators, lobstermen, community groups, and indigenous communities (Chilean lithium mining).
- Contributions to publications that describe best practices for stakeholder engagement and facilitation within a context of conflict.
- Strong experience in facilitation projects on topics of environmental policy development, wildlife resources, energy siting, and environmental restoration of Superfund sites.
- Strong experience with environmental regulation at the State and Federal level.
- Strong experience designing and running collaborative processes to work across differences and build agreement between diverse stakeholders.
- Extensive experience with virtual meetings and digital stakeholder engagement tools.
- Experience defining meeting objectives, developing agendas, materials, and other supports for successful meetings, also logistical meeting support including tracking stakeholder participation throughout the process.

Proposed Services

Positive

- Detailed description of proposed services, including how challenging components of facilitation will be accomplished and consensus will be supported.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: Department of Environmental Protection

- Describes strategies for establishing themselves as a credible, impartial facilitator (e.g. their stakeholder assessment process at the start of a project).
- Describes strategies for helping a group develop a shared problem statement and overcoming disagreements by focusing on underlying interests.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: FB Environmental

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Experience bridging the gap between scientists, conservation groups, and state and municipal government decision makers.
- Ability to communicate to different audiences in a clear way. This is shown by the clear presentation within the proposal.
- Strong experience facilitating sessions relating to environmental regulation and environmental protection policy development.
- Project One demonstrates experience facilitating an expert panel and advisory group for identifying new technologies, permitting changes, and developing policy recommendations.
- Experience developing meeting agendas, monthly newsletters, maps, informational posters and brochures, postcards, and final reports.
- Experience conducting hybrid and in person meetings.
- Experience developing project specific websites.
- Experience working with stakeholders with differing viewpoints and in controversial contexts.
- Extensive technical and scientific expertise in water resource issues and strong research and data analysis skills.
- Has completed over 50 watershed-based plans with stakeholder input.
- Strong general knowledge of state and federal environmental regulation.
- Experience organizing and scheduling both small and large meetings.
- Experience with digital outreach tools

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: FB Environmental

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

Proposed Services

Positive

- Clearly laid out process for facilitation project

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Future iQ, Inc.

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Experience working with racially and ethnically diverse communities.
- Extensive experience facilitating future visioning/strategic action planning, and economic development projects.
- Experience working with businesses, nonprofits, and municipal stakeholders.
- Experience conducting stakeholder interviews, surveys, roundtables, advisory council meetings, and community engagement sessions.
- Experience working with communities in urban, regional, and rural economies.
- Experience developing communication materials including website, discussion boards, surveys, reports, and notices.

Negative

- Not much described experience facilitating stakeholder processes for projects centered around developing/refining environmental protection/natural resource policy.
- Weak experience on environmental regulation topics and state and local environmental and natural resource regulation.

Proposed Services

Positive

- Describes a suite of approaches to engaging stakeholders with emphasis on future visualization and using games and scenario-based thought experiments to consider alternate futures.
- Describes varying approaches to facilitate engagement from different stakeholder groups, including youth, seniors, and minority groups.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: Department of Environmental Protection

- Describes in detail their “signature engagement tools” (Future Game, Think-Tank, Vision workshop etc.) focused on future visioning and scenario thought experiments
- Describes visual display capabilities for stakeholder generated survey data
- Describes various methods for communicating with the public and stakeholders including social media, email newsletters, press releases, posters, postcards, etc.
- Special emphasis on developing a customized series of branded materials and recognizable brand for the project. Experience and skills in branded designs.

Additional Notes

Positive

- This proposal demonstrates extensive experience in stakeholder facilitation of future visioning/strategic action planning and other aspirational planning work, including economic development roadmaps.

Negative

- The proposal does not demonstrate experience facilitating processes centered around policy development in the context of environmental regulations, environmental protection, or natural resources.
- The proposal contains over one hundred links to examples and explanations of their work. This impedes the readability of their proposal and may be considered providing additional attachments.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Nuka Research and Planning Group, LLC

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments:

Organization Qualifications and Experience

Positive

- Formal education in negotiation and environmental policy.
- Many years of experience with remote facilitation due to work across remote areas.
- Experience facilitating with diverse stakeholders including local governments, federal agencies, industry, retailers, academia, environmental organizations, indigenous communities, and First Nation communities.
- Experience with Indigenous clients facilitating consensus-based policies among Tribes.
- Experience facilitating groups with the goal of policy recommendations and development, specifically around the topics of environmental resources and environmental protection.
- Experience facilitating groups within emotionally charged contexts.
- Familiarity with State and Federal environmental regulation.
- Experience producing written and visual materials including final reports, summary documents, slideshows, consensus-based policy recommendations etc.
- Demonstrated organizational skills, including meeting scheduling and agenda development.
- Project One shows experience facilitating large groups (40 participants) using digital engagement techniques.

Proposed Services

Negative

- No separate “Proposed Services” section was included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

BIDDER NAME: Nuka Research and Planning Group, LLC

DATE: August 15, 2023

EVALUATOR NAME: Naomi Kirk-Lawlor

EVALUATOR DEPARTMENT: Department of Environmental Protection

Positive

- One section of “History of experience with facilitation and policy development” contains information that is responsive to the Proposed Services section.
- Outlines the general process the bidder uses for a facilitation project.
- The scope of previous experience/projects makes me confident the bidder has a good understanding of the necessary services that would be needed for a stakeholder engagement facilitation to be successful.



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

I, Naomi Kirk-Lawlor accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

A handwritten signature in cursive script that reads "Naomi Kirk-Lawlor".

Signature

08/09/2023
Date



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

I, Matthew R. Hight

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

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

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

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

Matthew R. Hight

7/1/23

Signature

Date



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202305110

RFP TITLE: Pre-Qualified Vendor List for Stakeholder Engagement Facilitators

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

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

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

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

Denice M. Baron

Signature

6/27/23

Date