

State of Maine RFP / Proposal Master Score Sheet

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

SCORESHEET FOR RFP# 202108129: Statewide HOMEBUILDERS Program									
PROPOSAL SUBMITTED BY:		Bethany Christian Services of NNE		Community Health Counseling Services		Community Solutions Inc.		Spurwink	
COST:		Cost:	\$6,225,153.00	Cost:	\$9,353,739.00	Cost:	\$11,609,512.00	Cost:	\$9,855,803.00
EVALUATION ITEM	POINTS AVAIL.								
Section II: Organization Qualifications and Experience	20	17.00		10.00		9.00		17.00	
Section III: Proposed Services	50	40.00		26.00		20.00		32.00	
Section IV: Cost Proposal	25	25.00		16.64		13.41		15.79	
Budget Narrative	5	5.00		3.00		5.00		5.00	
TOTAL	<u>100</u>	<u>87.00</u>		<u>55.64</u>		<u>47.41</u>		<u>69.79</u>	
PROPOSAL SUBMITTED BY:		The Opportunity Alliance							
COST:		Cost:	\$8,353,304.00						
EVALUATION ITEM	POINTS AVAIL.								
Section II: Organization Qualifications and Experience	20	10.00							
Section III: Proposed Services	50	23.00							
Section IV: Cost Proposal	25	18.63							
Budget Narrative	5	4.00							
TOTAL	<u>100</u>	<u>55.63</u>							



Award Justification Statement

RFP# 202108129 Statewide HOMEBUILDERS Program

I. Summary

Through RFP# 202108129, the Department sought proposals for Statewide HOMEBUILDERS Program. Bidders responding to this RFP include Bethany Christian Services of Northern New England, Community Health and Counseling Services, Community Solutions, Inc., Spurwink, and The Opportunity Alliance. Through the evaluation process Bethany Christian Services of Northern New England was determined to provide the best value to the State of Maine.

II. Evaluation Process

An Evaluation Team comprised of State employees applied the consensus method in scoring the Bidder's Qualifications & Experience, Proposed Services, and Budget Narrative. Scores for the Cost Proposal were assigned using a mathematical formula.

III. Qualifications & Experience of Bethany Christian Services of Northern New England.

- Over 25 years' experience with the HOMEBUILDERS model.
- Provides HOMEBUILDERS services in 5 countries and 30 states.
- Experience in Youth and parent engagement and partners with expert advocacy organizations.

IV. Proposed Services of Bethany Christian Services of Northern New England.

- Proposed a clear and concise plan on coordinating and implementation of the program.
- Described a robust recruiting plan that includes a multi-media approach.
- Proposed a detailed strategy of working with other service providers, caseworkers, and the judicial system within the HOMEBUILDERS model.
- Demonstrated the ability to implement the with Statewide HOMEBUILDERS Program with fidelity.

V. Cost Proposal and Budget Narrative

Bethany Christian Services of Northern New England provided the lowest cost proposal of \$6,225,153.00. Provided a comprehensive budget narrative.

VI. Conclusion

The strengths of Bethany Christian Services of Northern New England outweighed the other Bidders through both qualifications and experience as well as the services to be provided as outlined in the RFP. The Evaluation Team determined the proposal submitted by Bethany Christian Services of Northern New England represents the best value to the State of Maine.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Dec-30-2021

Via Electronic Mail: jalfeo@bethany.org

Bethany Christian Services of Northern New England
Jillian Alfeo
183 High St. PO Box 320
Candia, NH 03034

SUBJECT: Notice of Conditional Contract Award under RFP #202108129, Statewide
HOMEBUILDERS Program

Dear Ms. Alfeo,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family 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:

- Bethany Christian Services of Northern New England

Bethany Christian Services of Northern New England received the evaluation team's highest ranking. The Department will be contacting Bethany Christian Services of Northern New England 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 Bethany Christian Services of Northern New England. Bethany Christian Services of Northern New England 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.

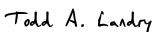
As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by this 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).

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

Sincerely,

DocuSigned by:

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Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
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TTY: Dial 711 (Maine Relay)

Dec-30-2021

Via Electronic Mail: dhamilton@chcs-me.org

Community Health and Counseling Services
Dale Hamilton, Executive Director
42 Cedar St.
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFP #202108129, Statewide
HOMEBUILDERS Program

Dear Mr. Hamilton,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family 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:

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

Sincerely,

DocuSigned by:

Todd A. Landry

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Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

Janet T. Mills
Governor

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Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Dec-30-2021

Via Electronic Mail: ctrout@csimail.org

Community Solutions, Incorporated (CSI)
Crystal Trout, Grant Writer
340 West Newberry Rd, STE B
Bloomfield, CT 06002

SUBJECT: Notice of Conditional Contract Award under RFP #202108129, Statewide
HOMEBUILDERS Program

Dear Ms. Trout,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family 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:

- Bethany Christian Services of Northern New England

Bethany Christian Services of Northern New England received the evaluation team's highest ranking. The Department will be contacting Bethany Christian Services of Northern New England 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 Bethany Christian Services of Northern New England. Bethany Christian Services of Northern New England 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.

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

Sincerely,

DocuSigned by:

Todd A. Landry

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Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

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TTY: Dial 711 (Maine Relay)

Dec-30-2021

Via Electronic Mail: ggallucci@spurwink.org

Spurwink
Gabrielle Gallucci, Director of Mission Impact
901 Washington Ave, STE 100
Portland, ME 04103

SUBJECT: Notice of Conditional Contract Award under RFP #202108129, Statewide
HOMEBUILDERS Program

Dear Ms. Gallucci,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family 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:

- Bethany Christian Services of Northern New England

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

Sincerely,

DocuSigned by:

Todd A. Landry

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Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

Janet T. Mills
Governor

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Dec-30-2021

Via Electronic Mail: louise.marsden@opportunityalliance.org

The Opportunity Alliance
Louise Marsden, VP of Family and Early Childhood Education
50 Lydia Lane
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFP #202108129, Statewide
HOMEBUILDERS Program

Dear Ms. Marsden,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family 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:

- Bethany Christian Services of Northern New England

Bethany Christian Services of Northern New England received the evaluation team's highest ranking. The Department will be contacting Bethany Christian Services of Northern New England 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 Bethany Christian Services of Northern New England. Bethany Christian Services of Northern New England 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.

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

Sincerely,

DocuSigned by:

Todd A. Landry

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Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Althea Harris

Names of Evaluators: Daniel Dresser, Dondi Dexter, Gina Googins, Christine Theriault, Lauren Mournouris

<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	20	17.00
Section III. Proposed Services	50	40.00
Section IV. Cost Proposal Budget Narrative	25	25.00
	5	5.00
<u>Total Points</u>	<u>100</u>	<u>87.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	17.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Has provided Homebuilders services in 5 countries and 30 states.• Has been using the Homebuilders model for over 25 years.• Has implemented other programs and the outcomes.• Has implemented evidence-based programs in several states.• Has 120 active DHHS contracts throughout the U.S.• Provides services to 45,000 children and families in 2020.• Fewer than 10% of families dropped out of programs in Indiana and Rhode Island with 100% of eligible referrals stayed engaged and completed services.• Has experience in Youth and parent engagement and partners with expert advocacy organizations.• Indicate no contracts have been cancelled, sanctioned, put on hold, or have requiring corrective status.• Provided 3 relevant projects.	
2. Subcontractors/Consultants	
<ul style="list-style-type: none">• Will not be utilizing subcontractors.	
3. Organizational Chart	
<ul style="list-style-type: none">• Provided.	
4. Litigation	
<ul style="list-style-type: none">• Indicated none.	
5. Financial Viability	
<ul style="list-style-type: none">• Appear financially viable.	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Provided and valid.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	40.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ol style="list-style-type: none"> Administrative office to be located in Kennebec County, there was no indication of property being secured. HOMEBUILDERS Teams will work remotely in each of their respective districts and be available to families as required by this section of the RFP.
B. HOMEBUILDERS® General Requirements
<ul style="list-style-type: none"> ➤ Identified workforce as an issue/challenge for implementing HOMEBUILDERS. ➤ Identified other challenges and provided strategies for addressing them. <ol style="list-style-type: none"> Delivery and implementation of HOMEBUILDERS <ul style="list-style-type: none"> Intends to train the first Specialist (in Rhode Island) who can then provide the necessary training to future Specialists in the respective districts. Will take 9 months to hire, train, and secure staff. Understands the recruitment and hiring process as required by the Homebuilders model. Proposed a clear and concise plan on coordinating and implementation of the program. Proposed a detailed plan on how they would implement Homebuilders with fidelity. Provided a detailed plan for training staff on the policies and practice for serving children at risk of disparities and/or living with disabilities and/or experiencing trauma. Will require staff to complete the Council of Accreditation related trainings as well as training topics related to working with children and families. Demonstrated ability to implement satisfaction surveys. Familiar with and currently uses the ODM system. Quality Assurance <ul style="list-style-type: none"> Did not address the development and implementation of a Department-approved Quality Assurance Plan. Described a clear process for performing site visits. Will utilize Voyce Global for interpretation services, it is unclear if ASL is included.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> ➤ Demonstrated the ability to implement the program with fidelity.
D. HOMEBUILDERS® Services for Eligible Families
<ol style="list-style-type: none"> Provided a detailed approach that included reflective listening and motivational interviewing.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

<div>4. Provided a detailed strategy of working with other service providers, caseworkers, and the judicial system within the Homebuilders model.<ul style="list-style-type: none">• Provided a detailed response to anticipated collaboration and advocacy including the expectations of the bidder to maintain professionalism with family, the Department, and the judicial system.</div> <div>5. Agrees to comply with the model to ensure fidelity.<ul style="list-style-type: none">• Provided a detailed response outlining required training and the follow-up assessment of skill building and individual Personal Development Plans (PDPs).</div>
E. Additional Staff
➤ Provided a robust recruiting plan that includes a multi-media approach.
F. Performance Measures
➤ Met the minimum requirements.
G. Reports
➤ Met the minimum requirements.
2. Staffing
➤ Met the minimum requirements.
3. Implementation - Work Plan
➤ Implementation plan provided was for 12 months and not the 21 months stated in the RFP allowing for full implementation and capacity by the end of year one.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Bethany Christian Services of Northern New England

DATE: December 16, 2021

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$6,225,153.00	÷	\$6,225,153.00	x	25 points	=	25.00

Budget Narrative

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5	5.00

Evaluation Team Comments:

Provided a comprehensive narrative, indirect rate is low.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Althea Harris

Names of Evaluators: Daniel Dresser, Dondi Dexter, Gina Googins, Christine Theriault, Lauren Moumouris

<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	20	10.00
Section III. Proposed Services	50	26.00
Section IV. Cost Proposal Budget Narrative	25	16.64
	5	3.00
<u>Total Points</u>	<u>100</u>	<u>55.64</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	10.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Has been in business over 70 years.• Established locations throughout the state.• The Department has multiple contracts with the Bidder serving target populations.• Has provided multiple in-home family preservation services.• Has experience with external evaluations.• Has only used survey data to measure and achieve outcomes with families.• 5. Not address.• Provided 3 relevant projects.	
2. Subcontractors/Consultants	
<ul style="list-style-type: none">• Will not be utilizing subcontractors.	
3. Organizational Chart	
<ul style="list-style-type: none">• Provided.	
4. Litigation	
<ul style="list-style-type: none">• Provided, the team has no concerns at this time.	
5. Financial Viability	
<ul style="list-style-type: none">• Appear financially viable.	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Provided and valid.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	26.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ol style="list-style-type: none"> Has 10 offices statewide, however the location of the administrative office was not identified. Will ensure 24-hour coverage via "Coverage Tree Plan".
B. HOMEBUILDERS® General Requirements
<ul style="list-style-type: none"> ➤ Identified challenges and the strategies to address them. <ol style="list-style-type: none"> Agrees to the March 1, 2022 implementation date and understands the process to recruit and hire staff. Will develop site monitoring tools but did not specifically address site visits. Lacks details on strategies to implement HOMEBUILDERS at full capacity and full fidelity. Will maintain records for 10 + years. d. not addressed
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> ➤ Met the minimum requirements.
D. HOMEBUILDERS® Services for Eligible Families
<ol style="list-style-type: none"> Assessment and Treatment Planning <ul style="list-style-type: none"> Demonstrated the ability to develop service plans within specific timeframes. Will develop a comprehensive resource guide, however it is unclear how it will be utilized. Demonstrated the ability to provide Case Conferencing and Family Team Meetings within the Department. Collaboration and Advocacy <ul style="list-style-type: none"> Did not describe the strategy working within the context of the Homebuilders model. Demonstrated the ability to work with other service providers, caseworkers, and the judicial system. Lacked details on how they would monitor fidelity. Did not provide method and resources on how the Basic Needs would be ensured.
E. Additional Staff
<ul style="list-style-type: none"> ➤ Outlined competitive salaries, recruitment budget, and a retention bonus. 2. Did not provide the method and resources for staffing
F. Performance Measures
<ul style="list-style-type: none"> ➤ Met the minimum requirements.
G. Reports

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

➤ Met the minimum requirements.
2. Staffing
➤ Met the minimum requirements.
3. Implementation - Work Plan
➤ Provided a detailed work plan.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Health and Counseling Services

DATE: December 16, 2021

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$6,225,153.00	÷	\$9,353,739.00	x	25 points	=	16.64

Budget Narrative

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5	3.00

Evaluation Team Comments:

Narrative indicates the breakdown of each section; however, the Team would like to have seen the cost for each item under each section. The indirect cost rate is 23.09%.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Althea Harris

Names of Evaluators: Daniel Dresser, Dondi Dexter, Gina Googins, Christine Theriault, Lauren Mounouris

<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	20	9.00
Section III. Proposed Services	50	20.00
Section IV. Cost Proposal Budget Narrative	25	13.41
	5	5.00
<u>Total Points</u>	<u>100</u>	<u>47.41</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	9.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none">Has worked 22 years with the target population in multiple states, however no specific details.Delivered HOMEBUILDERS in Penn for 2 years, however no details.Provided examples of homebased family preservation services.Provided 3 projects for Multi Systemic Treatment, not relevant to HOMEBUILDERS.
2. Subcontractors/Consultants	<ul style="list-style-type: none">Not addressed.
3. Organizational Chart	<ul style="list-style-type: none">Provided
4. Litigation	<ul style="list-style-type: none">Provided a list with significant amount of discrimination cases.
5. Financial Viability	<ul style="list-style-type: none">Appear financially viable.
6. Certificate of Insurance	<ul style="list-style-type: none">Provided and valid.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	20.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
1. Did not provide a location for the Statewide administrative office, agreed to comply with the requirements, but lacked details.
B. HOMEBUILDERS® General Requirements
<ul style="list-style-type: none"> ➤ Identified educating stakeholders as a challenge, it is unclear who the stakeholders are. ➤ Response was not relevant to Maine. ➤ Identified workforce as a challenge, provided strategies. <ul style="list-style-type: none"> 1. Did not provide the method and resources on how they would implement the program. 2. Did not provide a plan on how they would develop a tool. 3. Did not provide the method and resources on how they would implement the program. 4. Did not provide the method and resources on how they would develop policies and practices. 9. Provided a detailed response to the QUEST activities.
C. HOMEBUILDERS® Eligibility Requirements
➤ Met the minimum requirements.
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> 4. Did not describe a strategy on working with judicial system. 5. Lacks details on how they will ensure the HOMEBUILDERS fidelity. 9. Staff Training and Development Expectations <ul style="list-style-type: none"> • Will provide multiple trainings. • Will utilize the Learning Institute to meet training requirements • b. not addressed
E. Additional Staff
<ul style="list-style-type: none"> ➤ Provided a recruiting plan that includes a multi-media approach. <ul style="list-style-type: none"> 1. Provided a chart to show the teams and districts.
F. Performance Measures
➤ Met the minimum requirements.
G. Reports
➤ Met the minimum requirements.
2. Staffing
➤ Met the minimum requirements.
3. Implementation - Work Plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

- | |
|--|
| <p>➤ Implementation plan provided was for December 13, 2021 through March 31, 2022, not the 21 months stated in the RFP.</p> |
|--|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: Community Solutions, Inc.

DATE: December 17, 2021

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$6,225,153.00	÷	\$11,609,512.00	x	25 points	=	13.41

Budget Narrative

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5	5.00

Evaluation Team Comments:

Detailed narrative, salary cost seem high, indirect is reasonable.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: SPURWINK

DATE: December 17, 2021

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Althea Harris

Names of Evaluators: Daniel Dresser, Dondi Dexter, Gina Googins, Christine Theriault, Lauren Mounouris

<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	20	17.00
Section III. Proposed Services	50	32.00
Section IV. Cost Proposal Budget Narrative	25	15.79
	5	5.00
<u>Total Points</u>	<u>100</u>	<u>69.79</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: SPURWINK

DATE: December 17, 2021

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: SPURWINK

DATE: December 17, 2021

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	17.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Over 61 years of experience providing community-based services.• History with the Department for over 30 years.• Accredited by the Council on the Accreditation of Child and Family Services.• Hold multiple licenses in Child and Family Services.• Comprehensive experience providing trauma informed services.• Internal and external practices in place to ensure quality assurance through multiple programs.• Provided positive examples of family engagement through evidence-based practices.• Provided 3 relevant projects.	
2. Subcontractors/Consultants	
<ul style="list-style-type: none">• Will utilize subcontractors.	
3. Organizational Chart	
<ul style="list-style-type: none">• Provided.	
4. Litigation	
<ul style="list-style-type: none">• Provided, the team has no concerns at this time.	
5. Financial Viability	
<ul style="list-style-type: none">• Appear financially viable.	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Provided and valid.	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129
RFP TITLE: Statewide HOMEBUILDERS Program
BIDDER: SPURWINK
DATE: December 17, 2021

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	32.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
1. Proposes a Statewide administrative office in Portland for the hours required in the RFP.
B. HOMEBUILDERS® General Requirements
➤ Identified challenges and the strategies to address them.
1. Agrees to the March 1, 2022 implementation date and provided a detailed startup plan.
7. It is unclear if subcontractors would have access to the program maintaining the records.
9. Did not address the development and implementation of a Department-approved Quality Assurance Plan.
C. HOMEBUILDERS® Eligibility Requirements
➤ Met the minimum requirements.
D. HOMEBUILDERS® Services for Eligible Families
3. Identified specific strategies for family engagement.
4. Did not describe specific strategies for working with other service providers, OCFS, and the judicial system within the context of the HOMEBUILDERS model.
9. Provided a detailed response and discussed the importance of skills assessment, after training, and supports through consultation and training by experts.
E. Additional Staff
➤ Described a recruitment plan, the retention plan was discovered in a different section of the response.
F. Performance Measures
➤ Met the minimum requirements.
G. Reports
➤ Met the minimum requirements.
2. Staffing
➤ Met the minimum requirements.
3. Implementation - Work Plan
➤ Met the minimum requirements.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: SPURWINK

DATE: December 17, 2021

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$6,225,153.00	÷	\$9,855,803.00	x	25 points	=	15.79

Budget Narrative

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5	5.00

Evaluation Team Comments:

Detailed narrative, indirect rate is reasonable.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Althea Harris

Names of Evaluators: Daniel Dresser, Dondi Dexter, Gina Googins, Christine Theriault, Lauren Mounouris

<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	20	10.00
Section III. Proposed Services	50	23.00
Section IV. Cost Proposal Budget Narrative	25	18.63
	5	4.00
<u>Total Points</u>	<u>100</u>	<u>55.63</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	10.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none">• History working with the target population.• Experience in implementing Human Services and in-home programs.• Current provider in Parent As Teachers (PAT).• Listed outcome, did not identify the specific data that provides evidence of impact to families.• Indicates having an Equity, Diversity, Inclusion (EDI) Employee Advisory Committee.• The team confirmed the subcontract between Maine Children's Trust Prevention Council and TOA was not renewed due to TOA's lack of resources available to perform the services.• Provided 3 relevant projects.
2. Subcontractors/Consultants	<ul style="list-style-type: none">• Indicates none
3. Organizational Chart	<ul style="list-style-type: none">• Provided
4. Litigation	<ul style="list-style-type: none">• Indicates none
5. Financial Viability	<ul style="list-style-type: none">• Appear financially viable
6. Certificate of Insurance	<ul style="list-style-type: none">• Provided and valid

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	23.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ol style="list-style-type: none"> 1. Indicates 3 administrative offices, one in South Portland. 2. Met the minimum requirements.
B. HOMEBUILDERS® General Requirements
<p>➤ Identified the workforce challenge with a limited explanation of their strategy.</p> <ol style="list-style-type: none"> 1. Deliver and implementation of HOMEBUILDERS® <ul style="list-style-type: none"> • Agreed to March 1, 2022 and indicates they would be fully implemented by September 1, 2022. 2. Agreed to develop Department-approved tools including site monitoring tools; however, lacks details on how. <ul style="list-style-type: none"> • 2.a.i. providing results of site visits not addressed. 3. Lacks details on strategies to implement HOMEBUILDERS® at full capacity and full fidelity. 4. Agreed to develop policies and practice for serving children at risk of disparities and/or living with disabilities and/or experiencing trauma; however, lacks details on how. 5. Is a Trauma-informed agency; however, did not provide details on how they would ensure the HOMEBUILDERS® Program and staff implementation would be Trauma-informed, culturally sensitive and inclusive. 6. Agreed to ensuring the HOMEBUILDERS® Team completes the HOMEBUILDERS® client feedback and referent surveys, however lacked details on how.
C. HOMEBUILDERS® Eligibility Requirements
<p>➤ Met the minimum requirements.</p>
D. HOMEBUILDERS® Services for Eligible Families
<ol style="list-style-type: none"> 4. Started to describe the strategy working with other service providers, OCFS caseworkers and the judicial system within the context of the HOMEBUILDERS® model, however ended mid-sentence without completing the response. 4. a.-d. Agreed to tasks; however, lacks details on how. 5. Provided examples of other services; however, did not explain how they would ensure therapists would provide HOMEBUILDERS® model to fidelity. 7. b.i. Not addressed.
E. Additional Staff

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

➤ Proposes to advertise on multiple platforms; however, did not recognize the additional educational requirements that was on the amended language.
➤ Did not address the retention plan. 2.b.iii. Response did not recognize the amended language for Team Managers.
F. Performance Measures
➤ Met the minimum requirements.
G. Reports
➤ Met the minimum requirements.
2. Staffing
a. Provided job descriptions; however, the Team Manager job description did not reflect the required master's degree that was clarified on the amendment to this RFP.
b. Staffing plan did not provide the staff time assigned.
b. Staffing plan should have required a master's degree for the Team Manager based on the amendment to this RFP.
3. Implementation - Work Plan
➤ Met the minimum requirements.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER: The Opportunity Alliance

DATE: December 21, 2021

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$6,225,153.00	÷	\$8,353,304.00	x	25 points	=	18.63

Budget Narrative

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Budget Narrative	5	4.00

Evaluation Team Comments:

Narrative format is good, indirect rate is reasonable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of Northern New England

DATE: 12/09/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P – Homebuilders services provided in over 35 states and 5 countries• P – Has used Homebuilders for 25 years• P – Highly skilled and experienced with evidence-based programs• P – Multiple examples of meeting/exceeding performance measures• P – 120 active DHHS contracts in the United States• I – Only agency in the United States providing Homebuilders in more than 2 states• P – All 3 projects show agency meets and/or exceeds all Homebuilders performance measures	
2. Subcontractors	
<ul style="list-style-type: none">• None will be used	
3. Organizational Chart	
<ul style="list-style-type: none">• Provided for all 8 districts as listed in RFP with 1 Team Manager, 1 Supervisor, and 4 Therapists (Specialists) per Team	
4. Litigation	
<ul style="list-style-type: none">• Bidder has no litigation	
5. Financial Viability	
<ul style="list-style-type: none">• Appears financially stable	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Provided – expires 07/01/2022	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of Northern New England

DATE: 12/09/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> • Meets expectations
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model? What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none"> • P – Has extensive interviewing experience, including Homebuilders interviewing experience • P – Homebuilders Specialist (first one) has the ability to shadow in another state • P – Has extensive experience with Homebuilders • I – Member of National Child Traumatic Stress Network • I – Accredited through Council of Accreditation • P – Well-developed process for developing and implementing QA plans for Homebuilders programs • P – Bidder utilizes Voyce Global to provide interpretation services. Over 50 languages available
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> • P – Extensive experience with Homebuilders eligibility requirements
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> • P – Has established Homebuilders processes in place • P – Has letters of recommendation from two other states in regard to implementing Homebuilders • P – Currently provides family reunification services in Maine • P – Offers families up to 5 hours of booster sessions in the 6 months following case closure
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> • P – Currently has in-house recruiting team • P – Has large focus on recruiting and utilizes multiple sources for hiring and retaining staff
F. Performance Measures
<ul style="list-style-type: none"> • P – Has proven track record of meeting and/or exceeding Homebuilders performance measures
G. Reports

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of Northern New England

DATE: 12/09/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|---|
| <ul style="list-style-type: none">• P – Has knowledge and experience providing Homebuilders reports |
|---|

2. Staffing

- | |
|---|
| <ul style="list-style-type: none">• Staffing plan is sufficient and covers what is requested in RFP |
|---|

3. Implementation - Work Plan

- | |
|--|
| <ul style="list-style-type: none">• Will start services in a district once appropriate staff have been hired and trained |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of Northern New England

DATE: 12/10/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">1. P: has provided HomeBuilders services in Michigan, Rhode Island, Indiana, and just begun in SC.2. bidder met minimum requirements of RFP3. P.350 staff trained and/or implementing 16 evidenced based programs4. Bidder met minimum requirements5. Staff take training related to diversity, equity, and inclusionFull time staff participate min. 4hrs of cultural diversity training each year6. 120 active DHHS contracts across the country, none have been cancelled, sanctioned, put on hold, or requiring corrective action7. Bidder met minimum requirements8. Bidder met minimum requirements3 projects attached
2. Subcontractors
<ul style="list-style-type: none">None to be used
3. Organizational Chart
<ul style="list-style-type: none">Attached
4. Litigation
<ul style="list-style-type: none">Listed as none
5. Financial Viability
<ul style="list-style-type: none">Bidder met minimum requirements
6. Certificate of Insurance
<ul style="list-style-type: none">Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of Northern New England

DATE: 12/10/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
I: Planning on Augusta location Bidder met minimum requirements
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model? What strategies would be employed to address such challenges?</i>
Bidder agrees to deliver services by March 1,2022 5.Staff have ongoing training to ensure trauma informed and culturally sensitive practice and agency's evidence-based programs are administered properly. Bidder met minimum requirements
C. HOMEBUILDERS® Eligibility Requirements
Bidder met minimum requirements
D. HOMEBUILDERS® Services for Eligible Families
Bidder met minimum requirements
E. Additional Staff <i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
Bidder met minimum requirements
F. Performance Measures
Bidder met minimum requirements
G. Reports
Bidder met minimum requirements
2. Staffing
Bidder met minimum requirements
3. Implementation - Work Plan
Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">many years of experience in delivering evidence-based programs to child welfare agencies. provided Homebuilders to over 1900 families since 1996. Has implemented several evidence-based programs throughout the state – Homebuilders, PACT, MI, TF-CBT, Trust based relational intervention and child parent psychotherapy. Cornerstone learning management system tracks all e-learning and emails staff on when training is required, due, overdue. 14 hours of new training and then ongoing training requirements. 120 active contracts with DHHS agencies across the country. Report no contracts that have cancelled, sanctioned, put on hold or required corrective action. P
2. Subcontractors
<ul style="list-style-type: none">Not using subcontractors
3. Organizational Chart
<ul style="list-style-type: none">showed the same amount of staff for all districts with three branch directors, 3 team managers, 3 admin staff, supervisor for each district and four homebuilders' specialist.
4. Litigation
<ul style="list-style-type: none">report none
5. Financial Viability
<ul style="list-style-type: none">Multiple year reports
6. Certificate of Insurance
<ul style="list-style-type: none">Dated 8/30/21 adequate coverage

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services	
1. Services to be Provided	
Part II	
A. Facilities and Operational Requirements	
<p>Each district will have an office with two assistance, central office located in Kennebec</p> <p>Q on security of files</p> <p>P on layout of coverage for the districts</p>	
B. HOMEBUILDERS® General Requirements	
<p><i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i></p> <p><i>What strategies would be employed to address such challenges?</i></p>	
<p>P experience in homebuilders interviewing process, understands the difficulty in hiring staff especially due to low unemployment numbers and specialized experience and education.</p> <p>Communication plan between Bethany and OCFS states districts, did not see anything in regard to CO communication with the districts</p> <p>Experience in homebuilders and current staffing will allow for training, oversight within Maine.</p> <p>Training meets requirements</p> <p>Unclear on staffing 4 or 5 as well as administrative staff.</p> <p>9 months to get staff full up and running, manager and supervisor hired first, supervisors hired over a staggered 5-month period with full team in 9 months</p> <p>Q Branch director of New England to oversee the program as well as supervisor to the team managers.</p> <p>PQI system in place and experience with this process to ensure continued improvement and growth.</p> <p>Client feedback</p> <p>Multi states, evaluations in each, many years' experience with this.</p> <p>Experience with multifaceted and multi layered, complex budgeting through contracts, grants. Board of directors with a subset audit committee. Layers of oversight backs up information.</p> <p>translator services through voice global.</p>	
C. HOMEBUILDERS® Eligibility Requirements	
<p>Referral process includes OCFS, trainings, direct supervision to occur timely.</p> <p>Q develop service plan will this be in line with current prevention services plan?</p>	
D. HOMEBUILDERS® Services for Eligible Families	
<p>Uses appropriate evaluation tools NCFAS-v2</p> <p>25 years of running homebuilders' program.</p> <p>Use of MI during the work with families</p>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Collaboration, consistency, advocacy
Teaching parents' child nurturing, alternative parenting approaches, anger management, communication, structured daily routines. Use of a crisis card for families.
Monitoring to fidelity
Scheduled week to week agenda and goals for families -although a set agenda it also allows for flexibility to ensure tailored to the family's needs and abilities.
Assist the family with concrete services such as food, etc.
Staff training for upfront training and ongoing to include the homebuilder model, and other trainings outlined in the RFP

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Recruitment an experienced team, who have hired over multiple states for multiple programs. Uses employment platforms such as Indeed.

Q on the time to hire

Retention addressed – sanctuary model of care

F. Performance Measures

Meet RFP requirements

G. Reports

Meets requirements

2. Staffing

Meet qualifications

Q salaries

3. Implementation - Work Plan

One year implementation plan – Q on full implementation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Provides HB services in 30 states and 5 countries.• The Bidder states that "Since 1996, Bethany has provided HOMEBUILDERS® to over 1,930 families with 3,821 children at imminent risk for being removed from their family or not being reunified and remaining in out of home placement." Listed several other in-home programming including: PACT; Safe families for Children; Family skills Maintenance; parent empowerment; Intact family services; Nurturing Parenting; and recovering Mothers and Newborns.• The Bidder currently offers HB, PACT, Motivational interviewing, SelfCare, Use of institutes, monitoring, and consultants for quality assurance.• Bethany's HOMEBUILDERS® programs in Indiana and Rhode Island: In 2019, Bethany served 235 at-risk children and their 115 families. 90% of children remained safely at home with their family at case closure. In 2020, Bethany served 261 at-risk children and their 115 families. 96% of children remained safely at home with their family at case closure. And, over the past few years, since tracking with the state, 86% have remained home with their families at 6 months after completion of services.• I-Would like to know how the data for the last performance measure was gathered.• I-0% of All eligible referrals stayed engaged and completed services.• Specific data included for Michigan, Illinois, Penn, but for similar evidence-based services• The Bidder states that staff must participate in training• 1)several mandatory Diversity, Equity, and Inclusion training events• 2)common areas of cultural difference such as concept of time, communication, conventions of conversation, relationship of the individual to others, role of the extended family, role of community, religious or spiritual beliefs, gender roles,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

work ethic, respect and deference, history and experience with oppression, racism, and discrimination, world view, view of helping relationships, parenting practices, privacy and personal space, attitude/experiences with police and other authorities, attitudes toward mental health services, and more.	
<ul style="list-style-type: none">• The Bidder cites that it has partnered with expert advocacy organizations and experts to implement these training opportunities ,but is not specific about which ones.• Did not address the “progress the organization has made to improve these competencies over the past three (3) years.”• The Bidder states that “Bethany has no public contracts that have been cancelled, sanctioned, put on hold, or requiring corrective status.• The Bidder states “Bethany has implemented engagement and motivation strategies through the HOMEBUILDERS® model for 25 years and through the Families First model, built on the HOMEBUILDERS® model for 33 years.”• Project#1 Indiana Department of Child Services: HB, Letter of Support included.• Project #2 Department of Children, Youth and Families, State of Rhode Island: HB• Project #3 Michigan DHHS: Families First: State-modified HB program	
2. Subcontractors	
<ul style="list-style-type: none">• None	
3. Organizational Chart	
<ul style="list-style-type: none">• Included	
4. Litigation	
<ul style="list-style-type: none">• No litigation	
5. Financial Viability	
<ul style="list-style-type: none">• Consolidated financial report with additional information included for 2018	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Included and valid	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<p>Plans to rent space in Kennebec county and have 2 admin Assistants located and meet the facility and operational requirements.</p> <p>The Bidder clearly lines out who and when requirements in this section will be met, including the plan for when primary specialists are not available, in which case the team supervisor is the 24/7 primary backup.</p> <p>Q: "Staff are equipped with cell phones and transportation." The Bidder is providing transportation to the Specialists?</p>
B. HOMEBUILDERS® General Requirements
<p><i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i></p> <p><i>What strategies would be employed to address such challenges?</i></p>
<p>The Bidder is suggesting staffing will be an issue. It is unclear if the Bidder is planning on implementing HB in each of the Department's Districts no later than March, 1, 2022.</p> <p>Q: the Bidder states that they have Developed a tested process for "onboarding" the contract agency. However, the Bidder stated they would have no subcontractors, so who is the "contracted agency"?</p> <p>1) The Bidder states that hiring and training will be complete by April, and that each team will be hired by the 12th month and that all staff will be operating at full capacity by the 12th month.</p> <p>Q: Unclear if this will meet the required timeframe.</p> <p>2) Department-approved Tools: The Institute for Family Development (IFD) utilizes an electronic client information system called Exponent Case Management (ECM), which was developed by Exponent Partners. It is an application that runs on the Salesforce platform. HOMEBUILDERS® services are documented, recorded, and collected on this platform. This data allows Bethany to evaluate performance measures and adherence to program standards.</p> <p>Addressed 2.a) i.: The Bidder will send the report upon receipt to the designated Department contact within 48 hours, or sooner, to ensure adherence to the 30-day timeline.</p> <p>3) Detailed response addressing the plan for: Training; Staffing; Referral and Intake Process; Eligibility; Assessment; Service Planning; Fidelity and Site Reviews; and Transition and Case Closure</p> <p>4) Detailed response that connects the Bidder's policy and training to practice.</p> <p>5) Detailed response that connects the Bidder's policy and training to practice. The Bidder requires staff to complete the Council of Accreditation required training.</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

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BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

6) Addressed the requirement, states informational meetings and surveys will be done for community partners who serve as referents. The Bidder is anticipating a 60% response rate.

7) The Bidder meets the required timeframe for maintaining records.

8) Addressed the requirement.

9) The Consumer and Referring Worker surveys are both used to guide supervision and program development. The Bidder is familiar working with IFD for site-reviews and 20 program standard and rating to measure fidelity.

10) Detailed response to financial requirements 10 a.-e.

11) The Bidder uses Voyce Global to provide interpretation Services.

C. HOMEBUILDERS® Eligibility Requirements

Provided detailed response to C.1.a-g.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

- 1) Detailed response to 1 a.-d. meeting the 1-week timeframe of all requirements.
- 2) The Bidder cites that letters of recommendation from both Indiana and RI demonstrate the Bidder's strong partnership and collaboration with the Department. "Develop, coordinate and provide formal, natural supports, and community services during intervention/after care services."
- 3)P: Reflective listening and motivational interviewing are utilized frequently to develop rapport with families and help them identify their personal and family goals and ideas on how they can achieve those goals. Some specific examples of engagement and motivation enhancement are behaving as a guest in the family's home, engaging in conversation or activities related to the family's interests, conveying compassion and hope, maintaining a non-judgmental attitude, using humor, asking open-ended questions, identifying past and current successes, envisioning the future, exploring the family members' values, and so many more. This important work sets the stage for rest of the intervention. It is absolutely necessary before engaging in clinical strategies with the family.
- 4) Detailed response to anticipated collaboration and Advocacy, including the expectations of the Bidder to maintain professionalism with family, Department, and the Judicial system. 24-hour response times. The 4-domain approach to productive partnership.
- 5)Discussed in detail with examples.
- 6) Response is detailed and includes structured week by week (4-week) schedule for HOMEBUILDERS® that includes teaching and skill building for each topic in 6ai – avii.
- 7) detailed response.
- 8) P: Up to five hours of booster sessions are offered to family members up to six months after service closure to assist with maintenance of developed skills to help ensure safety and stability.
9. All requirements addressed in detail.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

- 1)The Bidder has an In- house Recruiting Team (one Senior Director, one Assistant Director/Headquarters Recruiter, two Recruiting Supervisors and five Regional Recruiters) who actively and passively recruit and hire qualified staff.
The Bidder has a robust recruitment plan that includes a multi-media approach.
The Bidder included the recruitment_hiring process.
Q: Does the staggered hiring and training process described meet the anticipated timeframe?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

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BIDDER NAME: Bethany Christian Services of North New England

DATE: 12/13/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

F. Performance Measures

Responded with detail: Bethany HOMEBUILDERS® teams track these fidelity measures through the ECM (previously called the ODM), which are reviewed through the continuous quality improvement process that includes IFD and contractor quality enhancement activities. All HOMEBUILDERS® staff are trained on the ECM and pulling the required reports from the system and submitting on a quarterly basis will be easily accomplished. Bethany has a demonstrated track record of success with the performance measures in other states where we implement HOMEBUILDERS®, higher than the national average which includes other implementers.

G. Reports

The Bidder state that "The Supervisors and Team Managers will ensure compliance with data and information needed for all reports and will submit reports as instructed. Supervisors and Team Managers will utilize Administrative Assistants to support the gathering of necessary data and information needed for all reports."

2. Staffing

No subcontractors

Job descriptions included

3. Implementation - Work Plan

Attachment #9 is on page 73 of 77

Q: Will the Staggered staff training suffice?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Service of Northern New England

DATE: 12/10/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Experience implementing the Homebuilders program in other states. Proposal describes positive outcomes of families they have served.• The Organization has experience implementing other similar programs in other states. They document positive outcomes.• Identifies as a "Global" social services agency.• Certified in the Sanctuary Model• Commitment and past experience with providing staff training on cultural competence related topics. Require staff to participate in annual trainings. Ensure staff receive culturally appropriate supervision as well.• "120" active current contracts across the U.S. with no noted concerns.• Letter of Support from Indiana State re: Homebuilders• Experience and will to engage parent/youth voice. Recently hired an advocate position for this work.• 3 appropriate examples (Two Homebuilders and one an adaptation of Homebuilders.)
2. Subcontractors
<ul style="list-style-type: none">• Bidder will not use subcontractors
3. Organizational Chart
<ul style="list-style-type: none">• Provided for the proposed program, not whole organization.
4. Litigation
<ul style="list-style-type: none">• Bidder indicated "NONE"
5. Financial Viability
<ul style="list-style-type: none">• Provided
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Service of Northern New England

DATE: 12/10/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none">• Agreed to meet requirements set forth in the RFP.• Propose one admin office with all other staff working remote.• Selection of team managers assignments to district based on data needs/removals.
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none">• Workforce and referral challenges were identified but bidder provided appropriate strategies for how to address these. Bidder provided information about lessons learned from their implementation in other states and what strategies may work to address these.• Very detailed strategies identified for communication and implementation to ensure that program launch and roll out are successful.• Bidder demonstrates knowledge of program implementation through the details within the proposal.• Identifies staff training on cultural responsiveness and employing those with lived experiences. Experience and commitment to trauma informed care.• Commitment and details provided for meeting all requirements in this section.• Multi-pronged and detailed Quality Assurance plan provided.• Detailed plan for financial management.• Commitment to interpreter services being accessed/provided.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none">• Detailed plan provided outlining the planning and implementation of referral receipt and acceptance provided.• Addressed all requirements in this section.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Bethany Christian Service of Northern New England

DATE: 12/10/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

- Detailed response and commitment to Assessment and Treatment planning.
- Detailed information provided on engagement strategies for working with families.
- Strategic approach provided to relationship and partnership building. Commitment given for cross systems collaboration.
- Detailed plan for teaching and skill development.
- Bidder addressed details for provision of concrete services including strategies that empower the parents/caregivers.
- Detailed plans provided for transition/closure as well as training/support.
- Training plan indicates knowledge of program implementation.
- Council on Accreditation Accredited program.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

- Provided a very detailed plan of recruitment and hiring of staff.

F. Performance Measures

- Commitment to performance measures and documented track record of performance measures being met in other states programs.

G. Reports

- Commitment provided to completion of reporting requirements.

2. Staffing

- Job descriptions provided and meets expectations of RFP.

3. Implementation - Work Plan

- Implementation plan provided for year one. Detailed and appropriate.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health & Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">1.Exp with target population through Resource parent care team, Treatment Foster Care, & Early Childhood Consultation Partnership2.Experience with targeted case management and Home & Community Treatment3.Bidder was prior subcontractor for ME Enhanced Parenting Program and Treatment Foster Care-Oregon (aka Multidimensional Treatment Foster Care)Bidder met minimum requirements
2. Subcontractors
<ul style="list-style-type: none">None to be used
3. Organizational Chart
<ul style="list-style-type: none">Attached
4. Litigation
<ul style="list-style-type: none">Listed as none
5. Financial Viability
<ul style="list-style-type: none">Bidder met minimum requirements
6. Certificate of Insurance
<ul style="list-style-type: none">Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health & Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
I: Bidder is currently headquartered in Bangor Bidder met minimum requirements
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model? What strategies would be employed to address such challenges?</i>
Bidder agrees to deliver services by March 1,2022 2a. no response 5.Bidder is a trauma informed service provider 11.provides interpreting services
C. HOMEBUILDERS® Eligibility Requirements
Bidder met minimum requirements
D. HOMEBUILDERS® Services for Eligible Families
Bidder met minimum requirements
E. Additional Staff <i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
Bidder met minimum requirements
F. Performance Measures
Bidder met minimum requirements
G. Reports
Bidder met minimum requirements
2. Staffing
Bidder met minimum requirements
3. Implementation - Work Plan
Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none">Has worked within Maine for several years, therapeutic foster care, resource parent care teams, Maine enhanced parenting program, Early Childhood Consultation Partnership.No experience with Homebuilders
2. Subcontractors	
	<ul style="list-style-type: none">none
3. Organizational Chart	
	<ul style="list-style-type: none">Does not show districtQ on structure
4. Litigation	
	<ul style="list-style-type: none">One shown for 2019 Jury award 161,265.16
5. Financial Viability	
	<ul style="list-style-type: none">Several years of loss; however, agency made adjustments to close the revenue gap, COVID also played into the financial losses.
6. Certificate of Insurance	
	<ul style="list-style-type: none">Adequate

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
Have offices statewide already established, except for the D1, D3, D4 Will provide needed laptop, hotspots and other IT assistance. Faxing, printing can be done in local offices.
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
Staffing – recruitment of the necessary staff is seen as a challenge. Q on the salaries of the supervisor and manager Internal applicants Word of mouth referring Clinical director to oversee hiring and program, many years' experience in mental health Collaboration with OCFS in implementing the program Training of staff, survey of families on satisfaction Ability to maintain records History in site visits, audits, QI Budget and financial oversight reported Translator services contracted for assistance when needed.
C. HOMEBUILDERS® Eligibility Requirements
Receive referrals from OCFS, time outlined in proposal for family engagement and if a family refuses – experience in accepting and working with OCFS on referrals in working with families and children in the child welfare system.
D. HOMEBUILDERS® Services for Eligible Families
Did not talk about strength-based modalities they would use, or MI engagement skills. Judiciary state staff testify frequently and will continue to collaborate – no specifics on how. State will work to the fidelity of the model, not specifics of how. Q – training Concrete services done through agencies current knowledge of the communities in Maine as well as a pay it forward program to assist families. Training is adequate also mention of staff safety No discussion of the actual requirements of the Homebuilders program as far as program expectations.
E. Additional Staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions, Inc.

DATE: 12/13/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P – Founded in 1962
<ul style="list-style-type: none">• P – Services provided include juvenile justice, child welfare, home-based, residential, and gender responsive
<ul style="list-style-type: none">• P – Previously delivered Homebuilders services in PA for two years
<ul style="list-style-type: none">• P – Currently provides youth programs in multiple states
<ul style="list-style-type: none">• P – Lists experience with MST, FFT, BSFT, MDFT, and MTFC
<ul style="list-style-type: none">• P – Has experience delivering evidence-based programs
<ul style="list-style-type: none">• P – Has in-house QA policies and practices and previous Homebuilders QUEST experience
<ul style="list-style-type: none">• P – Agency has a Diversity, Equity, and Inclusion Council
<ul style="list-style-type: none">• P – States no contracts cancelled, sanctioned, put on hold, or requiring corrective action
<ul style="list-style-type: none">• I – Did not use Homebuilders experience in PA as one of their three Projects
2. Subcontractors
<ul style="list-style-type: none">• None
3. Organizational Chart
<ul style="list-style-type: none">• Provided for all 8 districts as listed in RFP with 1 Team Manager, 1 Supervisor, and 5 Therapists (Specialists) per Team
4. Litigation
<ul style="list-style-type: none">• Provided – Multiple discrimination cases.
5. Financial Viability
<ul style="list-style-type: none">• No concerns
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided current – Expires 09/01/2022

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions, Inc.

DATE: 12/13/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> N – Doesn't state where admin office will be located or whether they've researched where it could potentially be located, just that they will comply
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model? What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none"> N – States educating stakeholders as the first challenge – OCFS is the stakeholder P – National shortage of laborers listed as a challenge with strategies to address P – Agrees to implement Homebuilders in each of the eight districts no later than Mar 1, 2022
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> Agrees to comply
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> Agrees to comply
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> P – Provided strategies for recruitment and retention of staff including several online resources and the possibility of recruiting internally
F. Performance Measures
<ul style="list-style-type: none"> P – Previous experience with Homebuilders requirements
G. Reports
<ul style="list-style-type: none"> P – Previous experience with Homebuilders reporting requirements
2. Staffing
<ul style="list-style-type: none"> P – Staffing plan is sufficient and covers what is requested in RFP
3. Implementation - Work Plan
<ul style="list-style-type: none"> Work plan provided goes from contract negotiations to Mar 1, 2022 when services begin. No additional plan provided for after March 2022.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions, Inc.

DATE: 12/11/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">1. 22 yrs. of exp. with Juvenile Justice, Child Welfare, and Mental Health in urban, suburban, and rural settings2. 22 yrs. of exp. with a variety of home-based services4. Utilizes Working Alliance Inventory-short version (WAI-sv)6. No contract has been cancelled, put on hold, or required corrective action8. Bidder states all of their evidence-based programs employ cognitive and behavioral interventionsBidder met minimum requirements
2. Subcontractors
<ul style="list-style-type: none">No mention whether using subcontractors or not
3. Organizational Chart
<ul style="list-style-type: none">Attached
4. Litigation
<ul style="list-style-type: none">Listed as none
5. Financial Viability
<ul style="list-style-type: none">Bidder met minimum requirements
6. Certificate of Insurance
<ul style="list-style-type: none">Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions, Inc.

DATE: 12/11/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
Bidder states they will comply but give no details about location
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i>
<i>What strategies would be employed to address such challenges?</i>
Bidder agrees to deliver services by March 1,2022
4. bidder uses the Learning Institute @ CSI
Bidder met minimum requirements
C. HOMEBUILDERS® Eligibility Requirements
1bi. Lacking details in response
f. missing response
g. missing response
D. HOMEBUILDERS® Services for Eligible Families
Bidder met minimum requirements
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
Bidder met minimum requirements
F. Performance Measures
Bidder met minimum requirements
G. Reports
Bidder met minimum requirements
2. Staffing
Bidder met minimum requirements
3. Implementation - Work Plan
Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none">• Offers and delivered multiple services to juvenile and child welfare populations. Did Homebuilders is Pen.• Experience in MST, first licensed MST team in NE – 1999• Several MST teams in various states.• FFT to various states• Experience in other areas of mental health treatment devlivary• Evaluation of the working alliance inventory – short version• Focus on MST for projects.
2. Subcontractors	
	<ul style="list-style-type: none">• none
3. Organizational Chart	
	<ul style="list-style-type: none">• Q need to discuss
4. Litigation	
	<ul style="list-style-type: none">• Q
5. Financial Viability	
	<ul style="list-style-type: none">• Reports presented – presented fairly
6. Certificate of Insurance	
	<ul style="list-style-type: none">• Meets requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
Number of teams adequate, response time within 30 minutes 24/7 coverage also taking into account illness and vacation Work till 8pm and 7:30am in school meeting.
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model? What strategies would be employed to address such challenges?</i>
Challenges seen as informing stakeholders of the program Hiring of staff – states will offer competitive salaries. Hiring BSW and not MSW as program allows. Not sure what strategies will be used to hire staff, transparent interviews. Staggard startup possible due to difficulty in hiring. States experience in working with IFD due to previous Homebuilders program – Q QI will be implemented Experience in working with a diverse population CSI Learning Institute formed in 2000 to deliver training to staff. States has a vast experience with translators – Q Survey will be done Will assist families who cannot read Electronic case management system – will allow for in the moment review of documentation by those who need to know. Q - states each will have smart phones and hotspots - what other technology will they have in the field Oversight of monies
C. HOMEBUILDERS® Eligibility Requirements
Meets requirements
D. HOMEBUILDERS® Services for Eligible Families
Utilize the NCAFS-R References the Homebuilders model. Ensure referrals to services Strength based approaches Teach through modeling Use the IFD and CSI Learning institute to train staff
E. Additional Staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Recruitment and retention of staff,
Will use IFD Homebuilders guided interview tools
5 specialist in each district – teams are 1&2 then 3,4,5, then 6,7,8
Q – admin staff

F. Performance Measures

Meet requirements

G. Reports

Meet requirements

2. Staffing

Q of qualifications of Director – BA
Q of supervisor having a BA
Effective dates of the job positions 2007

3. Implementation - Work Plan

Full implementation March 1, 2022

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">Bidder states they have experience providing youth programs in California, Connecticut, Georgia, Kansas, Maryland, New Hampshire, New Jersey, Pennsylvania, and Rhode Island, but does not provide specific examples.CSI's previous experience delivering HOMEBUILDERS® services to children and families in Pennsylvania makes us uniquely qualified to work with the same target population for the Statewide HOMEBUILDERS® program in Maine.Over 22 years of experience in a variety of home-based services including Multisystemic Therapy (MST), Multisystemic Therapy for Emerging Adults (MST-EA), Multisystemic Therapy for Problem Sexual Behaviors (MST-PSB), Functional Family Therapy (FFT), Brief Strategic Family Therapy (BSFT), Mutidimensional Family Therapy (MDFT), and Multidimensional Treatment Foster Care (MTFC).CSI has roughly 2 years' experience of previous experience in the provision of HB in Pennsylvania.The Substance Abuse and Mental Health Services Administration (SAMHSA) has recognized CSI's MST program for exemplary implementation and fidelity of evidence-based interventions to prevent and treat mental illness and substance abuse. CSI was nationally recognized as the first recipient of the SAMHSA "Science to Service Award" for consistent replication of an evidence based model with fidelity.CSI has experience with a number of program developers/evidence-based programs over the past 59 years.CSI has previous experience working with the Institute for Family Development in our Pennsylvania HOMEBUILDERS® program and would welcome the opportunity to work with them again for the Maine HOMEBUILDERS® program. To ensure the fidelity of our PA HOMEBUILDERS® program, CSI participated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

in quality assurance processes from the Institute for Family Development including their Quality Enhancement Program (QUEST), which offers a three-pronged process for assessing the performance of HOMEBUILDERS® programs, and a methodology for continuous quality improvement:

- Delineation of Homebuilders standards;
- Measurement of and feedback regarding fidelity of service implementation; and
- Development of quality enhancement plans, including training and consultation, which upgrade program capacities at all levels.
- Used in the MST Service: Working Alliance Inventory – Short Version (WAI-SV), which is an evidence-based survey tool that is given to clients to measure the therapeutic alliance of a team or Therapist. The program version measures the alliance for the entire program and the practitioner version measures the alliance by each individual practitioner. The greater the therapeutic alliance, the more likely a family and individual will complete a full course of treatment. When that occurs, research shows gains are more likely to be sustained in the long term.
- Use of Surveys in supervision.
- In addition to 2019 being an implementation year for CSI's KS MST team, we were also faced with a global pandemic, made adjustments to serve clients virtually for a period of time and still achieved excellent outcomes with our youth and families.
- Staff skills and proficiency are assessed in this area: The Bidder states, "As part of CSI's commitment to quality programming, the Learning Institute at CSI was created in 2000 to promote comprehensive training and quality assurance, to provide staff development and skill building, to monitor the integrity of interventions and performance outcome measures, and to utilize thorough auditing mechanisms. The staff of the Learning Institute provide training, consultation, coaching, and quality assurance services for CSI staff and outside agencies. The Learning Institute is in the process of developing pre and post-assessments for all trainings to assess staff's skills and growth through training."
- Linguistically competent: CSI contracts with a company called APriori that provides a translator in person or virtually to families during program services.
- Gender Responsive: To ensure CSI's staff and programs are culturally competent and gender responsive, CSI staff receive initial and ongoing training in diversity, implicit bias, and cultural competency as well as gender-responsive approaches and practices for the provision of service with our male and female clients.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

<ul style="list-style-type: none">• CSI has never lost a contract due to poor performance, nor have we ever had a contract sanctioned, put on hold, or requiring corrective status.• Through our experience providing home-based programs in multiple states, the most prevalent challenges to family engagement for child welfare cases include a lack of basic needs, challenges with the caregiver's mental health and/or substance abuse, and multiple children in the home with several younger children in services creating a time barrier for the caregiver. In these situations, CSI's team meets the family where they are to eliminate barriers, increase supports, and engage them in services.• CSI's Therapists will do whatever it takes to help address the specific needs and barriers occurring within the family, including helping them meet basic needs such as food, housing, employment and transportation.• All of CSI's evidence-based programs employ cognitive and behavioral interventions including HOMEBUILDERS®, MST, MST-EA, MST-PSB, FFT, BSFT, MDFT, and MTFC.• Therapists utilize cognitive behavioral interventions during services that are specific to the referral problems and identified goals of each family member and may assist them with needs such as managing their emotions, dealing with grief, managing symptoms of mental illness or substance use disorders, coping with stress, resolving conflict, and improving family functioning, among other things. Cognitive behavioral interventions utilized by CSI's therapists may include, but are not limited to: cognitive restructuring and reframing; role-playing; relaxation and stress reduction techniques, modeling and prompting positive behaviors, etc.• Project#1: Kansas Department of Children and Families: MST• Project #2: Georgia Department of Juvenile Justice, Division of Community Services: MST• Project#3: Pennsylvania, Berks County Juvenile Probation Office" MST and MST-PSB
2. Subcontractors
<ul style="list-style-type: none">• Not addressed.
3. Organizational Chart
<ul style="list-style-type: none">• Included: met requirement
4. Litigation
<ul style="list-style-type: none">• Not addressed.
5. Financial Viability
6. Certificate of Insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|--|
| <ul style="list-style-type: none">• Included and valid |
|--|

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Facilities and Operational Requirements

- Did not identify the administrative facility. However, state they Bidder will comply with this requirement.
- The Provider is proposing use of 5 specialists and one supervisor.
- The coverage plan will be developed in advance between the Specialists and Supervisor as the procedure to follow when Specialists have scheduled or unscheduled time off.

B. HOMEBUILDERS® General Requirements

What challenges are foreseen in implementing the HOMEBUILDERS® model?

What strategies would be employed to address such challenges?

- Cites that HB model training for stakeholders may be a challenge, and provides a training plan that provides continual opportunities to discuss cases, referrals and program outcomes as appropriate.
- National shortage of laborers cited as a possible challenge. The Proposes meeting the challenge by offering competitive pay and benefits packages to all staff, diversifying advertisement of positions, and considering bachelor level staffs' experiences in lieu of a master's degree when there is an appropriate fit for the program model.
Q: Are the degree's part of requirements of the HB model fidelity?
- The Bidder is recommending a staggered start date to begin services in a timely manner and also allow sufficient time to hire qualified employees.
 1. The Provider states they will work diligently with the Institute for Family Development and OCFS to meet all startup requirements and implement HOMEBUILDERS® in each of the eight OCFS districts no later than March 1, 2022.
 2. Did not acknowledge that they would develop, only stated they would use OCFS-approved site visit tools.
 3. The Bidder states that qualified, experienced leadership and staff are the key to successful implementation, and states they will comply with all HB standards as outlined in Appendix I.,
 4. The Bidder provides staff Trauma-informed training. CSI has developed policies and inclusionary practices in each of our youth programs to ensure all youth receive the best services including those who are at risk of disparities, living with

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/OCFS

disabilities, and/or experiencing trauma. CSI will similarly develop policies and inclusionary practices to best serve Maine's OCFS children and families through the Statewide

HOMEBUILDERS® program should we be awarded. CSI has the ability to draw on our existing policies and procedures for similar programs and will also collaborate with the Institute for Family Development and OCFS to create policies and procedures that align with all standards of the HOMEBUILDERS® model.

5. The Bidder provides trauma-informed and culturally sensitive and inclusive training to support staff with education regarding the skills needed to deliver services in a trauma-informed and culturally-sensitive and inclusive manner.

One example of this is CSI's application and award to participate in the Diversity, Equity & Inclusion Initiative provided by Hartford Generation Works.

6. CSI's HOMEBUILDERS® Specialists will provide the client feedback and referent surveys to the family and OCFS staff at the end of the Service Closure Teaming Meeting when a plan is developed for case closure. CSI's HOMEBUILDERS® Supervisors will ensure these surveys are completed by auditing the family's case file and following up with the Specialist when necessary.

7. MR.

8. MR.

9. Provided detailed response including activities related to QUEST.

As part of the model, CSI will be measured in a myriad of fidelity measures. These include specific indicators and performance measures as well as a structured consultation process that begins after the initial training. CSI will follow all HOMEBUILDERS® Standards.

10. MR.

11. MR

C. HOMEBUILDERS® Eligibility Requirements

It is unclear if the Bidder understands that the initial meeting must be scheduled within 24 hours.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

1. Provided detailed response throughout this section.
Did not respond with detail to 1.d.
2. CSI's HOMEBUILDERS® Specialists will ask the family first to identify who they feel are their natural supports and will then walk through other possible examples if needed. CSI's HOMEBUILDERS® Specialists will also connect families to local support groups, community services, and resources as appropriate to build their network of natural supports.
3. Will provide motivation enhancement strategies according to the HB Model. CSI's HOMEBUILDERS® Specialists will utilize strategies to enhance motivation for change by providing individualized services to families based on each family member's stage in the change process.
4. One of the standards of the HOMEBUILDERS® model requires the Specialist to "collaborate and advocate with formal and informal community supports and systems impacting the family, while teaching family members to advocate for themselves." Staff in this model will use the outcomes of the NCFAS to work with each individual family addressing their unique needs.
Thorough response to part 4.d, which includes the consideration of Rural Maine in providing crisis- specific resources in service planning.
P: Through community collaboration, CSI's HOMEBUILDERS® staff are able to quickly learn the resources that are available in the client's community to help families obtain needed resources. CSI will ensure staff are informed about federal, state and local resources, and initiatives in the communities that are designed to help at-risk youth and their families. (i.e., food stamp program, Head Start, the Housing Assistance Program, social services, vocational training, recreational opportunities, among others).
5. P: To achieve the goals outlined above, CSI's HOMEBUILDERS® Specialists will provide services to eligible families with strict adherence to the HOMEBUILDERS® model utilizing research-based cognitive and behavioral interventions and strategies to effect change within each family. CSI's HOMEBUILDERS® Supervisors will assist Specialists in applying these cognitive and behavioral approaches and selecting interventions that are most likely to help family members achieve the desired changes identified in their service plans.
6. MR
7. P: CSI's HOMEBUILDERS® Specialists will obtain research on the available community resources for varying needs and utilize those resources as a first approach to meeting the basic needs of families. Specialists will assist families by educating them on how to navigate the system and use these available resources, particularly after HOMEBUILDERS® services have ended.
8. MR

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc.

DATE: 12/16/2021

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EVALUATOR DEPARTMENT: DHHS/OCFS

9. MR

P: In addition to the quality assurance measures implemented to ensure model fidelity, CSI evaluates all employees' performance after one year of employment and annually thereafter. Performance assessments of CSI staff are primarily based on employees understanding of model principles, ability to comply with the model, achievement of outcome measures, and compliance with agency policies.

10. Did not address Quest required trainings.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Provided a recruitment strategy that uses a multi-media approach to find qualified staff.

Bidder states they also have internal recruiting.

CSI has identified and addressed common barriers to the retention of qualified and skilled staff, such as stress related to non-tradition hours, limited professional development, lack of recognition, and compensation issues, in the following manner:

- ☐ Supervisors review Specialist's schedules weekly to ensure they have appropriate work life balance;
- ☐ Specialists submit schedules with personal related items (i.e., picking up son from school) and also work related items (i.e., schedule appointments with families);
- ☐ Supervisors assist with visits when clinically appropriate and when geographically supportive;
- ☐ CSI conducts time studies to assist Specialists with the use of their time;
- ☐ CSI monitors vacation time to assist Specialists in taking personal time once a quarter;
- ☐ CSI promotes tuition reimbursement;
- ☐ CSI reimburses on clinical licensure supervision hours;
- ☐ CSI seeks to promote from within the agency first and maintain excellent rate of promotion;
- ☐ CSI acknowledges dedication and good work through a variety of agency awards;
- ☐ CSI regularly conducts salary studies to ensure our salaries are competitive;
- ☐ CSI's benefit packages are reviewed annually to ensure the best quality at the lowest cost for the employees; and
- ☐ CSI consistently provides annual merit increases even during times of economic downturn.

2. MR

F. Performance Measures

MR, provided Outcomes from another project.

G. Reports

MR

2. Staffing

No subcontractors.

3. Implementation - Work Plan

The workplan only goes from encumbered contract to 12/21 to March 1,2022.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc

DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none">• Non-profit organization with over 22 years of experience providing in home services serving juvenile justice, child welfare, and mental health populations.• 2 years of experience implementing Homebuilders in PA and other Evidenced Based Practices.• Implements youth programs across other states.• Largest licensed provider of MST services. Statewide contractor for MST in New Hampshire.• Various awards and acknowledgements for their work and model fidelity operations.• Bidder talked a lot about their implementation of other EBPs but very little on their implementation of Homebuilders in PA.• Bidder provided three projects but they were all MST services and didn't provide any information on their implementation of Homebuilders in PA.
2. Subcontractors	<ul style="list-style-type: none">• No information found at the beginning of proposal but was located in the Staffing section at the bottom of the proposal. No subcontractors are expected.
3. Organizational Chart	<ul style="list-style-type: none">• Provided
4. Litigation	<ul style="list-style-type: none">• Provided. Several including discrimination
5. Financial Viability	<ul style="list-style-type: none">• Provided
6. Certificate of Insurance	<ul style="list-style-type: none">• Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc

DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none">Bidder agrees to comply with all requirements set forth in the RFP.
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none">Bidder identified first the knowledge of the program by stakeholders but stakeholders will not be referring to the program. They discuss the “shortage of laborers” but don’t talk about their plan to address it. They talk about work in other states, but not Maine specific steps.Bidder describes their experience with start-up but does not provide a Maine specific plan.Bidder agrees to “comply with all layers of the quality assurance system.” But not a lot of details for how are provided.Subsection 3 they “commit” to implementation and describe staff involved along with their project history, but no details on implementation.Very little details provided on how they will implement, instead details about why they and how they are qualified to do this work.Agree to comply with satisfaction surveys.Discuss utilization of their own case management system and agree to comply to data collection and reporting requirements.Quality and enhancement section includes agreement to follow Homebuilder’s standards with a copy and paste of standards.Accounting systems information thorough on their current practices.Discussed translator services only, not sign language.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none">Bidder agrees to use Homebuilders eligibility criteria.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Solutions Inc

DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

- Bidder agrees to RFP requirements but content appears to come from Homebuilders model materials. Maine specific strategies are not discussed.
- Bidder agrees to engage in Family Team Meetings and case conferencing.
- Collaboration and Advocacy section has greater detail but inaccuracies related to our states' crisis structure as Maine does not have a "County Crisis Intervention Center"
- Detailed plan for staff training provided.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

- Bidder discusses recruitment internally with other states.
- Provides robust list of strategies for hiring, recruitment, etc.
- Bidder agrees to all requirements set forth in the RFP.

F. Performance Measures

- Bidder agrees to meet or exceed all performance measures.

G. Reports

- Bidder agrees to meet reporting requirements.

2. Staffing

- Bidder agrees to meet staffing requirements and provided a staffing plan with all job descriptions.

3. Implementation - Work Plan

- Implementation workplan provided but only goes to March 2022.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Outlined competitive salaries – not sure why the supervisor and manager are the same pay 75,000.

Bonus of 2000 if person stays on their anniversary date of their employment

Many examples of recruitment including a 10,000 budget for recruitment.

Benefits which include sick and vacation days off.

F. Performance Measures

Meets requirements

G. Reports

Meets requirements

2. Staffing

Meets requirements of the program, also two administrative assistants as discussed with the Assistance Director of the Institute for Family Development.

3. Implementation - Work Plan

Planned full implementation by June, with ½ program capacity by May.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/15/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• CHCS first initiated child placement services for children in foster care in 1948 and has been providing family-centered services for nearly 70 years.• CHCS has extensive experience working with the target population, including RPCT (a.k.a clinical team intervention) for OCFS Districts 3,4,5,6,7, and 8.• Treatment Foster Care; Early Childhood Consultation Partnership.• CHCS provides Targeted Case Management (TCM), and Home and Community Treatment (HCT), Treatment Foster Care, Resource Parent Care Team, and Supervised Visitation.• Maine Enhanced Parenting Program: Triple P EBP• Multi-dimensional Treatment Foster Care (MTFC)• ECCP• The Bidder plans on using Surveys for a client feedback component to service delivery.• N: Surveys can be unreliable in measuring and achieving outcomes.• Did not address the training or skill assessment process related to providing culturally competent, linguistically competent, and gender-responsive services.• Did not address progress made to improve competencies over the past 3 years.• The Bidder States: "CHCS maintains a positive track record with its State contracts."• Motivational Interviewing techniques, trauma-informed approaches, and the Triple-P parenting program.• Many of our therapists are trained, and some certified, in providing Trauma-Focused CBT to children and families. Many staff who work with children and families have been trained in how to utilize many aspects of the Triple P -

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/15/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

Positive Parenting Program to help motivate and engage families as well as how to stabilize situations in homes.
<ul style="list-style-type: none"> • Project#1 ECCP • Project#2 Treatment Foster Care • Project #3 RPCT
2. Subcontractors
<ul style="list-style-type: none"> • No subcontractors
3. Organizational Chart
<ul style="list-style-type: none"> • Included, met requirement
4. Litigation
<ul style="list-style-type: none"> • Michael Strout: Wrongful discharge claim
5. Financial Viability
6. Certificate of Insurance
<ul style="list-style-type: none"> • Included and valid.

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Facilities and Operational Requirements

- 1) 8-5, M-f except 7 major holidays
- 2) a.-c. addressed: P: Plan "Coverage Tree" for absences. Families will have supervisor and specialist #'s so they have 24 hour coverage.

B. HOMEBUILDERS® General Requirements

*What challenges are foreseen in implementing the HOMEBUILDERS® model?
What strategies would be employed to address such challenges?*

The Bidder cites staffing as the biggest foreseen challenge. Plans to use attractive salaries, supportive work culture.

1) Q: "CHCS has developed its Homebuilders® program model to be mindful that salary is important but have included additional strategies that support staff as well." What does this mean?

Offers clinical supervision. Benefits package. Sign-on bonuses and referral bonuses.

2) Bidder will use the EDM to track PMS.

3) Bidder understand all of the stakeholders involved and has a plan for frequent communication with all parties to ensure fidelity to the model.

4) P: CHCS policy requires that all staff provide high-quality trauma-informed services adhering to principles such as creating an atmosphere that is respectful of client need for

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

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DATE: 12/15/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

respect and acceptance and striving for cultural competency.

P: CHCS is attentive to the needs of all children and families it serves with an aim to create positive outcomes for them. CHCS provides numerous services for children who have experienced trauma, including outpatient therapy, treatment foster care, and targeted case management.

5) The Bidder will hire staff who understand the impact of trauma, by way of assessing the applicant for specific knowledge and understanding of ACES.

P: We have zero tolerance for any type of prejudice or discrimination against anyone based on ethnicity, sexual orientation or identity, religion, or race. Attention to cultural sensitivity is interwoven into our group and individual clinical supervision practices. The Bidder states that they explore the clients' culture to understand the groups the client identifies with.

6) The Bidder understands the "importance of client feedback and referent surveys prior to case closure. These practices inform the work that happens with families, is an important part of fostering fidelity to the Homebuilders® model and, helps to measure the success of the services provided from the perspective of both families and OCFS staff.

7) Stores Client information for 10 years after the client reaches 18 yrs.

8) familiar with working with various stakeholders, including program developers to ensure program fidelity.

9) P: Bidder is "fully committed to collaborating with the Department, the Homebuilders® consultant, and the Families First Prevention Services evaluator identified by OCFS. This will include participation in record reviews, site visits, the Homebuilders® Quality Enhancement System (QUEST) and the development of a Quality Assurance Plan that will outline processes and protocols to ensure high fidelity to the Homebuilders model.

10) CHCS uses Financial Edge accounting software to record all aspects of its finances. Did not address allowability.

11) CHCS provides interpreter services for clients who do not speak English or have limited ability speaking English and maintains appropriate access to adaptive devices for communicating for clients who are deaf or hard of hearing. CHCS has contracts with several interpreters and interpreting agencies, as well as protocols for staff outlining the process for obtaining an interpreter for a client or family.

C. HOMEBUILDERS® Eligibility Requirements

Addressed this section in detail. Has a guide that will be shared with the client that is extensive (50) page that covers the services in the following areas: Aroostook, Washington/Hancock, Mid Coast, Lewiston/Auburn, Penobscot/Piscataquis, and Kennebec/Somerset Counties.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/15/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

1) Checklist for determining eligibility. Addressed the requirements of this section. P: As a provider of several case management services, as well as treatment foster care and RPCT, CHCS staff have extensive knowledge of available community resources to help families with housing needs, food, childcare, financial assistance, and other services. We have developed individual Community Resource Guides for each of the following geographical areas: Aroostook, Washington/Hancock, MidCoast, Lewiston/Auburn, Penobscot/Piscataquis, and Kennebec/Somerset Counties. Although developed originally for the RPCT program, these resource guides are available to all staff through our agency intranet. Each guide is approximately 50 pages in length and is divided into categories of assistance. The guides contain descriptions of what various agencies can provide as well as contact information including links to websites. We will develop further guides for all areas served by the Homebuilders® program.

2) minimally addressed how the Bidder will ensure natural supports are part of the FTM and case conferencing.

3) An inventory of strengths will be discussed with the family to identify strengths and resources within the family unit.

4) Holistic approach is used to collaborate. The Bidder understands all the stakeholders involved.

5) The Bidder states they will follow the HB model to fidelity and ensure through weekly supervision that the model is being followed with fidelity.

6) The Bidder plans to meet the knowledge requirements by hiring staff who already have knowledge base required, and by providing ongoing staff education and skill development through supervision and individual training plans.

7) addressed the section, has similar funds in other programs. Will use a brief application and review process.

8) Met the requirement and is stating that the service summary will be sent in 24 hours after case closure, as opposed to the required 1 business day.

9) Provided a detailed response.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

\$2K 1-year retention bonus

Robust recruitment activities

Benefits package.

Competitive wage

Participates in the MBCC program

F. Performance Measures

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/15/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

Familiar with the Department performance-based contracting.
P: Supervisors will also monitor performance during regular supervision with Homebuilders® Specialists, using data from the ECM system and work with staff on adjustments that will improve performance benchmarks.

G. Reports

Addressed this section: Bidder has experience with completing department reporting requirements.

2. Staffing

Staffing plans and Job descriptions included.

3. Implementation - Work Plan

Detailed plan included. Services in March. Full capacity by July 2022

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling

DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Lengthy operation of Family Centered Services (70 years) (foster care, clinical services, in home services.) Organization founded 1883.• Provides information about experience with providing services such as TCM, HCT, supervised visits, maintaining children in foster homes. Experience providing family preservation services section was weak.• History of providing evidenced based programs although not a lot of detail provided on the external evaluation experience.• Operates a client feedback mechanism with positive results noted.• Mechanism for measuring and achieving outcomes with families only notes satisfaction surveys and no other data collection or analysis.• Cultural competence section weak. Shared little details and didn't mention the New Mainer population at all.• Mentions a handful of other state contracts and documents a "positive track record."• Section on experience with research based cognitive behavioral interventions was weak with little detail other than naming TF-CBT and Triple P.• 3 projects provided (ECCP, TFC, RPCT) which are not entirely relevant to family preservation although TFC is relevant to foster care placement preservation.
2. Subcontractors
<ul style="list-style-type: none">• No subcontractors will be used.
3. Organizational Chart
<ul style="list-style-type: none">• Provided and sufficiently detailed
4. Litigation
<ul style="list-style-type: none">• Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling

DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

5. Financial Viability
• Provided
6. Certificate of Insurance
• Provided

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Facilities and Operational Requirements

- Agrees to terms and proposes using existing infrastructure of organizational offices.
- Provides plans for coverage of cases and managing referrals.
- Provides a plan for the 24/7/365 coverage of services.

B. HOMEBUILDERS® General Requirements

*What challenges are foreseen in implementing the HOMEBUILDERS® model?
What strategies would be employed to address such challenges?*

- Identifies workforce recruitment and retention as an implementation challenge but this is the only challenge they note.
- Agency promotes themselves as having a “supportive culture.”
- Proposes higher salary and bonuses, clinical supervision, and internal opportunities for hiring.
- Proposes to have supervisors and managers hired by March 1 and says they will be “poised to take referrals”, they plan to begin the hiring process for specialists in “March 2022”.
- Clinical director will oversee services and the current incumbent has 11 years with the organization and 24 in the field. Has experience implementing programs.
- Staggered plan for hiring.
- Proposes an Operations and Implementation team to meet regularly to ensure all requirements are met.
- Agree to develop monitoring tools and provide to the Department for feedback.
- Inclusionary section does not have a lot of detailed information on how they will serve diverse families, but they agree to do it.
- Agree to comply with data collection requirements.
- For Quality Enhancement they talk a lot about what their agency does currently and agrees to comply with what is required in the RFP.
- Maintaining accounting systems section does not address all points requested and simply indicates the designation of a cost unit to track expenditures.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

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DATE: 12.14.21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

<ul style="list-style-type: none"> Bidder agrees to set up interpreter services and adaptive devices to serve families with these needs.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> Bidder did not address all components of this section.
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> Bidder did not address all components of this section and provided details of why they are a fit to do the work and their prior experiences but not a lot of detail about how they will do the work specific to Homebuilders.
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> Allocating funds specifically to recruitment. Bidder provides details for specific positions and higher salaries for greater recruitment. Not all sub-sections were addressed or responded to.
F. Performance Measures
<ul style="list-style-type: none"> Bidder agrees to meeting measures but provides little details on how.
G. Reports
<ul style="list-style-type: none"> Bidder agrees to track data required but does not indicate how this will happen. Used repeat language from section F.
2. Staffing
<ul style="list-style-type: none"> Provided staffing plan based on RFP requirements.
3. Implementation - Work Plan
<ul style="list-style-type: none"> Workplan provided. Timeline aligns with implementation needs and RFP request.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
• P – 70 years in business
• P – Multiple current state contracts
• I – One of the largest community based providers in Maine
• P – Experience delivering evidence-based programs
• P – Existing relationship with Maine Tribal community
• P – Current contracted voice/sign language interpreters
• N – Uses term “many” repeatedly but doesn’t provide examples
• N/P – Project 1 is based on early care and education centers which isn’t in-home service. <ul style="list-style-type: none">○ Program is hands-on○ Parent involvement is encouraged○ Services are evidence-based
2. Subcontractors
• None will be used
3. Organizational Chart
• Provided for all 8 districts as listed in RFP with 1 Team Manager, 1 Supervisor, and 4 Therapists (Specialists) per Team, but there are lots of overhead positions also listed
4. Litigation
• One case listed as lost – wrongful discharge claim. It’s not clear what actually happened.
5. Financial Viability
• Q – Consolidated Financial Statements list Community Health and Counseling Services AND New England Home Health Care
6. Certificate of Insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|---|
| <ul style="list-style-type: none">• Provided current – Coverage is adequate |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> • P – Currently has 10 office locations throughout the state • Meets expectations
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none"> • P – Has 32 re-hired staff • N – RFP requires 1 Specialist (Therapist) per district – Bidder's "goal" is to hire 2 per district which would cost more • Q – Will hiring internal staff take away from other contracted services? • N – Doesn't really address how exactly they plan to meet the hiring challenges except by offering higher salaries and in-house transfers/referrals in this section.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> • P – Currently provides services with varying eligibility requirements
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> • P – Currently provides services that require development of service plans, identifying families strengths and needs • P – Currently provides case management services • P – Currently attends Family Team Meetings with OCFS
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> • N – As previously noted, goal is to hire 2 Supervisors when only one is needed per district • P – Provides a better idea of how they plan to recruit
F. Performance Measures
<ul style="list-style-type: none"> • P – Knowledge and experience with OCFS PMR requirements
G. Reports
<ul style="list-style-type: none"> • P – Knowledge and experience with OCFS reporting requirements
2. Staffing
<ul style="list-style-type: none"> • P – Staffing plan is sufficient and covers what is requested in RFP
3. Implementation - Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Community Health and Counseling Services

DATE: 12/11/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|--|
| <ul style="list-style-type: none">• P – Plans to use the Homebuilders staggered hiring plan and start services once the first Team is able to be hired |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink Services, Inc.

DATE: 12/17/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P – 61 years of providing services• P – 30 years working with OCFS• P – Accredited by the Council on the Accreditation for Children and Family Services• P – Agency has a Trauma-Informed System of Care model in place• P – Has experience with targeted population and currently provides family preservation services, evidence-based services, and trauma-informed services• P – Has current external QA• I – Agency employs Care Managers and Cultural Brokers from immigrant and refugee communities• P – States "N/A" for contracts cancelled, sanctioned, put on hold, or requiring corrective action
2. Subcontractors
<ul style="list-style-type: none">• Community Health and Counseling Services (CHCS) and Kennebec Behavioral Health (KBH)
3. Organizational Chart
<ul style="list-style-type: none">• Provided for all 8 districts as listed in RFP with 1 Team Manager, 1 Supervisor, and 5 Therapists (Specialists) per Team• Spurwink will cover D1 and D2• KBH will cover D3, D4, and D5• CHCS will cover D6, D7, and D8
4. Litigation
<ul style="list-style-type: none">• Provided six (6) current cases – no concerns• Provided two (2) closed cases – no concerns

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink Services, Inc.

DATE: 12/17/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

5. Financial Viability
<ul style="list-style-type: none"> No concerns
6. Certificate of Insurance
<ul style="list-style-type: none"> Provided current – Expires 01/01/2022

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> Statewide Admin office will be located in Portland and open as required per the RFP Provided detailed information on all other sections
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none"> Lists several challenges including staff recruitment, accessibility to clients across the state, the brief 4-6 week Homebuilders treatment model, uninterrupted access to Homebuilders staff 24/7/365, family engagement, and data entry and reporting. All challenges were followed by strategies that will be employed to address each one. Agrees to implement Homebuilders no later than Mar 1, 2022 with a detailed explanation on how they plan to adhere to this date Agrees to comply with all other requirements and provides detailed explanations on how they will comply to each
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> P – Provided a detailed response on how they will comply
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> P – Provided a detailed response on how they will comply
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> P – Provided a detailed response on their strategies for recruitment and retention of staff Q – States they will be hiring six (6) Admin Assistants – this seems excessive except that it appears they will hire two (2), and two (2) will be hired by each of their subcontractors
F. Performance Measures

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink Services, Inc.

DATE: 12/17/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

• P – Knowledge and experience with OCFS PMR requirements
G. Reports
• P – Knowledge and experience with OCFS reporting requirements
2. Staffing
• P – Staffing plan is sufficient and covers what is requested in RFP
3. Implementation - Work Plan
• P – States they will be ready to start providing services Mar 1, 2022.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/12/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">1. 61 yrs experience providing residential, educational, and community based services for children, youth, & families with emotional, behavioral, and developmental challenges2. Provides Functional Family Therapy. 2012 had contract to provide Family Reunification Program services in Cumberland, York, Washington, & Hancock counties3. All Spurwink programs are aligned with the Children And Residential Experiences (CARE) model developed by Cornell, this is a promising research evidence based model5. In 2019, Org wide process of auditing & developing plans to improve and implement diversity, equity, and inclusion practices3 projects attached
2. Subcontractors
<ul style="list-style-type: none">Utilizing 2 subcontractors
3. Organizational Chart
<ul style="list-style-type: none">Attached
4. Litigation
<ul style="list-style-type: none">Attached
5. Financial Viability
<ul style="list-style-type: none">Bidder met minimum requirements
6. Certificate of Insurance
<ul style="list-style-type: none">Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/12/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
1. Admin office located in Portland
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i>
<i>What strategies would be employed to address such challenges?</i>
1. Bidder agrees to deliver services by March 1,2022
5. 2011 developed & implemented a trauma informed clinical model and trauma informed system of care
9. Bidder has own Continuous Quality Improvement Team
C. HOMEBUILDERS® Eligibility Requirements
Bidder met minimum requirements
D. HOMEBUILDERS® Services for Eligible Families
Bidder met minimum requirements
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
Staff retention response, unable to locate
F. Performance Measures
Bidder met minimum requirements
G. Reports
Bidder met minimum requirements
2. Staffing
Bidder met minimum requirements
3. Implementation - Work Plan
Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none">• 61 years of service in Maine for children and families• Provides FFT, treatment foster care, outpatient mental health treatment, public school counseling services, behavioral health homes, FRP, etc.• CARE promising research evidence-based model• ACEs, ARC, TF-CBT, EMDR• Internal quality improvement department, Clinical metrics team• Strengths based approach, working with families to use natural supports and setting goals that are short and long term• Use of MI• Experience in using evidence-based treatment, which include teaching skills, communication, behavioral support
2. Subcontractors	
	<ul style="list-style-type: none">• Q – DHHS and KBH
3. Organizational Chart	
	<ul style="list-style-type: none">• Large agency, homebuilders will be under person currently responsible for AFFME, Clinical consultation, Resource Parent Care Team.
4. Litigation	
	<ul style="list-style-type: none">• Several pending, no mention of past litigation
5. Financial Viability	
	<ul style="list-style-type: none">• Three years of financial reports stating US generally accepted accounting principles.
6. Certificate of Insurance	
	<ul style="list-style-type: none">• 12/31/2020 date issued

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
Central office to be located out of Portland office Several sites statewide Contract through KBH and CHCS for district 5, 6, 7 and 8. Q Bath D4 24/7 availability with flexibility for after hours and weekend, holidays.
B. HOMEBUILDERS® General Requirements <i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
Recognize staff recruitment as being difficult, multi outreach to include colleges, social media, etc. salary scale will be higher than current. Use of subcontractors for 4 districts – Q Waitlist for services after the homebuilder's program intervention ends. After hours coverage may be a challenges. Family engagement due to ambivalence on the family's part – use their engagement tools and expertise. Site data entry as a possible challenge; however, believe they can fulfill this requirement. Coverage meets expectations Families served 18-22 families per year, working with two families at a time. Availability of staff meets requirements Will participate in Homebuilders training as required as well as their own training for Spurwink staff Trauma informed using agency Trauma-Informed System of Care trained in ARC, TF-CBT, EMDR Ongoing QA
C. HOMEBUILDERS® Eligibility Requirements
Only referrals from OCFS, 24/7 will discuss referrals with OCFS Q on over 60 minutes of travel. Work with OCFS on eligibility as well as those families unable to find. Provide support to reunification families as outlined in the RFP

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/9/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

Meets requirements of the Homebuilders program will use the NCFAS, develop behaviorally descriptive plan.
Information from a variety of sources.
Develop a service plan with the family
Will participate with the Department in case conferencing and family team meetings.
Will work with natural supports.
Will work with the family in a natural setting, dress casually, participate in family meals, showing reflective listening skills and demonstrating empathy. Will use a variety of strategies to enhance motivation for change.
Will participate in the Homebuilders program expectation around training also offering multiple training in house through in person and web-based training.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Hire 40 therapist/specialist, 8 supervisors and 3 team members and six admin assistants – two different interviews for hiring.

F. Performance Measures

Meets requirements of RFP

G. Reports

Meets requirements

2. Staffing

Team manager MS or BSW – Q
Supervisor MS or BS = Q
Therapist and specialist – Q
Director of refugee and immigrant services
Controller
Vice president of CQI
Associate director of regulatory affairs
Director of mission impact

3. Implementation - Work Plan

Start date of March 1.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/17/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• a Maine-based non-profit agency with 61 years of experience providing residential, educational, and community-based services for children, youth and families throughout Maine with emotional, behavioral, and developmental challenges.• The agency is licensed by the State of Maine as a Mental Health Facility at the Full-Service Level and as a Private Special Purpose School. Spurwink is accredited by the Council on the Accreditation for Children and Family Services and is a member of the Child Welfare League of America and the American Association of Children's Residential Centers. Spurwink is also licensed as a Foster-Care-CPA Level of Care Placing Facility Agency (#662034) and maintains an Alcohol and Drug Treatment license (#408951).• Spurwink's clinical model emphasizes family voice and choice, engages families in creating goals and plans that feel relevant and achievable, and respects unique family cultures and systems of belief.• The Bidder currently provides FFT, TFC, and has implemented FRP in the past.• The Bidder provides HCT, and Children and Residential Experience (CARE) Model.• All Spurwink clinical staff members are trained in Attachment, Regulation, and Competency (ARC), an evidence-based treatment model for youth and families who have experienced complex trauma.• A partner in the National Child Traumatic Stress Network, TCRC has twenty years of experience partnering with refugee and immigrant communities and agencies to develop innovative, evidence-based programs and resources. TCRC provided training, clinical consultation, research and resources, and evaluation and analysis to ShifAME to ensure fidelity to the clinical model.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/17/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

<ul style="list-style-type: none">• Use of survey data, electronic health data• The Bidder demonstrates the ability to create program-specific clinical tools to assess service performance.• The Bidder suggests ongoing training will help the agency achieve outcomes.• The Bidder actively recruits bi-lingual or multi-lingual clinicians, and the company uses interpreters.• Offering non-traditional meeting hours and locations, making collateral contact between meetings, or working intensively with a family to maximize engagement• All the primary evidence-based models used at Spurwink involve skill building and teaching during the phases of treatment. During the Behavior Change stage, FFT uses positive directing, modeling and prompting to build shift communication patterns from negative, blaming or punitive to positive, relationally based ones.• Functional Family Therapy (FFT) is an evidence-based intervention proven to be highly successful with youth ages 11-18, especially those considered high risk or with previous involvement in the youth justice system. FFT is a short-term, high quality program consisting of five major components: engagement, motivation, relational assessment, behavior change, and generalization.• Project #1 Foster and Child Welfare Programming FFT• Project#2 Foster and Child Welfare Programing TFC• Project#3 Spurwink Center for Safe and Healthy Families: multi-program PREP; CCCAC.
2. Subcontractors
<ul style="list-style-type: none">• CHCS• KBH
3. Organizational Chart
<ul style="list-style-type: none">• Included: Program included under Amy Cohan.
4. Litigation
<ul style="list-style-type: none">• Included.
5. Financial Viability
<ul style="list-style-type: none">•
6. Certificate of Insurance
<ul style="list-style-type: none">• Included and valid.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/17/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none">• 901 Washington Ave, Suite 100, Portland, ME 04103, which is accessible by public transportation and has free parking. The office will be open 8am to 5pm Monday through Friday except during State holidays and administrative closings.• Spurwink will provide HOMEBUILDERS® services in each of the Department's Districts excluding Central Office Intake (District 9), subcontracting services in District 5 with Kennebec Behavioral Health, and Districts 6,7, and 8 with Community Health and Counseling Services to ensure statewide expertise within a reasonable distance of public transportation, ensuring easy access to Families.• Remote work: Therapist/Specialists, Supervisors, and Team Managers
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none">• P: Staff recruitment and retention given the current difficult hiring climate for behavioral health services: Spurwink plans a robust multi-channel recruitment effort including social media, newspaper ads, listservs, Maine colleges and universities with social work programs, radio ads, career fairs. We will also institute salaries higher than Spurwink's current scale to be more competitive for Therapist/Specialists, supervisors, and managers. We will also promote Spurwink's tuition-reimbursement program, opportunities for professional development and training, systems for supportive and effective supervision, mileage reimbursement, and financial incentives to teams for meeting/exceeding contract deliverables, and will utilize sign-on bonuses as needed.• P: Accessibility to clients across the state, particularly in rural areas: Spurwink has partnered with Kennebec Behavioral Health and Community Health Counseling Services to add to our already wide footprint in the state, adding coverage and expertise for Districts 5, 6, 7, and 8 through agencies that specialize in those regions. Our teams will work remotely from home offices to ensure that coverage is provided in more rural areas, targeting coverage across the Districts and in higher need areas...• The Bidder understands the current waitlist across the state for services, and has a plan to coordinate between the Bidder and subcontracts to ensure all possible resources are identified and utilized.• Availability 24/7 365: Uninterrupted access to HOMEBUILDERS® staff may be a challenge however Spurwink will build rotation schedules to ensure family's needs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

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EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

are met regardless of the time of day while also supporting a sustainable work balance for staff.

1. Spurwink and our subcontractors KBH and CHCS intend to deliver and begin implementing HOMEBUILDERS® in each of the Department's eight (8) Districts no later than March 1, 2022. Plan for start-up included.
2. MR.
3. P: Experience implementing EBP. Rotating on-call schedule. The Bidder responded in detail, demonstrating their understanding of the HB Model.
4. Staff are trained on ACES and CARE. Has experience working with Refugee families and their children, specifically through an EBM. Did not provide detail on how the policies and inclusionary practices would ensure the groups listed will be best served, only talks about the experience of what training the current staff have.
5. P: The agency's Trauma-Informed System of Care is comprehensive in its approach and includes: a definition of trauma, trauma as a co-occurring condition, a commitment and process to stay current with research and best practices, COA standards, staff training and supervision, physical and emotional safety, consumer choice, clear boundaries, empowerment and skill building, prevention of re-traumatization, and understanding difficult/challenging behaviors as a response to trauma.
Lacks detail regarding methods and resources used to ensure culturally sensitive and inclusive service delivery.
6. MR.
7. P: Records will be reviewed by the CQI Department.
8. Detailed response that demonstrates the Bidder's admin support to the Teams specific to reporting requirements.
9. Minimal response.
P: Grants compliance Team, CQI Team.
10. MR.
11. P: The "Language Line" is a 24/7/365 Service.

C. HOMEBUILDERS® Eligibility Requirements

1. P: Has experience working toward Reunification.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/17/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

1. a. Is not specific about which assessments the Bidder plans to use.
Minimal Response to 1.b.-d.
2. MR
3. MR: Provided a Detailed response to family engagement plan.
4. The Bidder states that the Therapist will develop and build the relationships. Q: How? Lacks the strategy.
5. MR
6. MR
7. Detailed plan included. P: Budgeting, education, skill-building addressed as part of ensuring concrete needs are managed ongoing.
8. MR
9. Detailed response to this entire section:
Discussed the importance of the skills assessment after training, and supports this through consultation with training with experts.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

Plans to hire the staffing plan proposed with existing Staff.
All other requirements addressed.

F. Performance Measures

All data will be gathered by the Therapist/Specialists and reviewed by the Supervisors and/or Team Managers before being entered by the Admin Assistants and shared quarterly through the HOMEBUILDERS® ODM System by the Team Managers.

G. Reports

P: Administrative support for Quality Assurance will be utilized.

2. Staffing

Detailed staffing plan included

3. Implementation - Work Plan

The Plan has All 8 Teams providing services 3/1/2022.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Organization has 61 years of providing residential, educational, and community based services to families and children. 30 years of experience working with OCFS.• Bidder carries multiple service licenses.• Experience implementing FFT, Treatment Foster care services, a former Family Reunification Program,• Experience implementing evidenced based practices and involvement in evaluation of programs.• Experience conducting participant feedback surveys, using outcome and evaluation data.• Several examples of experience working with diverse populations and inclusion in their work. This includes training for staff.• Bidder put N/A in section on experience with "health and human services contracts" but in other areas of the proposal they indicated prior experience working with Department contracts.• Bidder provided example of multi-disciplinary team approach in their work.• Bidder has experience in implementing statewide programs.• Bidder provided three appropriate examples.
2. Subcontractors
<ul style="list-style-type: none">• Bidder proposes using two subcontractors: Community Health and Counseling Services and Kennebec Behavioral Health
3. Organizational Chart
<ul style="list-style-type: none">• Provided and clearly articulates where Homebuilders program would be located.
4. Litigation

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

• Provided
5. Financial Viability
• Provided
6. Certificate of Insurance
• Provided

Part IV, Section III Proposed Services	
1. Services to be Provided	
Part II	
A. Facilities and Operational Requirements	
<ul style="list-style-type: none"> Bidder agrees to meet facility and operational requirements. Provides a plan for statewide coverage with subrecipient contractors. 	
B. HOMEBUILDERS® General Requirements	
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>	
<ul style="list-style-type: none"> Bidder identifies a comprehensive list of appropriate challenges but also provides a plan for how to alleviate these challenges. Bidder commits to hiring and beginning services March 1. Bidder provides detailed commitment and plan for meeting requirements of program implementation. Bidder provided comprehensive list of strategies and programs that they would employ to address disparities, disabilities, and trauma. Bidder talked a lot about their own agency strengths in areas of need/implementation but not about the subcontractor's experience, expertise, and plans for meeting requirements. Bidder agrees to conduct the participant satisfaction survey, Data collection is proposed to go through the agency's "Evolv" system but there is no mention how subcontractors will report and if they will use the same system. Bidder agrees to reporting requirements by them and subcontractors. Talks about their own agency experience with reporting but not subcontractors. Quality Assurance section lacks detail about how they will monitor subcontractors. Bidder provides financial plan that includes subcontractors although little detail about subcontractor financial processes. Bidder commits to providing interpreter services, not much mention for how they will access ASL services. 	
C. HOMEBUILDERS® Eligibility Requirements	
<ul style="list-style-type: none"> Bidder agrees to meeting all requirements set forth in the RFP. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: Spurwink

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

D. HOMEBUILDERS® Services for Eligible Families

- Bidder agrees to standards of assessment and treatment planning but talks about their experience and not the experience of their subcontractors.
- Bidder agrees to case conferencing and teaming requirements.
- Collaboration and advocacy experience of bidder provided, but not subcontractors. Bidder commits their agency and subcontractors to meet this requirement.
- Provision of concrete services includes plan for bidder to distribute funds but not subrecipients.
- Bidder commits to training of staff and talks about Bidder's strengths with training and modalities but does not speak to the philosophy and resources provided at the other sub-recipient sites.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

- Bidder proposes to hire all staff with subcontractors participating in the hiring process. Later in this section it indicates that specialists and supervisors for subcontracted districts will be employees of the subcontractor.

F. Performance Measures

- Bidder agrees to meeting Performance measures in RFP.

G. Reports

- Bidder agrees to meeting report requirements.

2. Staffing

- Job descriptions provided for bidder staff, but no job descriptions for subcontracted employees. Other than therapist/specialists and supervisors, will there be other staff at the subcontractor level who will be involved in this work?

3. Implementation - Work Plan

Provided. Does not cover entire contract period and inclusive of all subcontractor work.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/19/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
• Q – how many years in business?
• P – Experience with evidence-based programs
• P – Current Family Visitation provider
• P – Parents as Teachers provider
• P – Has an internal QA Department and experience with external QA
• P – Recently developed and implemented an Equity, Diversity, and Inclusion Employee Advisory Committee
• N – OCFS didn't renew Maine Children's Trust Child Abuse and Neglect Council contract. No additional information provided, so why is unclear.
2. Subcontractors
• None will be used
3. Organizational Chart
• Provided for all 8 districts as listed in RFP with 1 Team Manager, 1 Supervisor, and 4-5 Therapists (Specialists) per Team
4. Litigation
• States none
5. Financial Viability
• Q – Consolidated Financial Statements list Community Health and Counseling Services AND New England Home Health Care
6. Certificate of Insurance
• Provided current – Coverage is adequate

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/19/2021

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> Q – States they will operate three (3) administrative offices – RFP requirement is one (1) office Meets all other expectations
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
<ul style="list-style-type: none"> P/N – Lists workforce crisis as the only challenge No challenges to implement the Homebuilders program itself?? N – Doesn't address how exactly they plan to meet the hiring challenges P – States they'll begin to deliver and implement the program by March 1, 2022 and will be fully staffed and operational by September 1, 2022. N – B.2.a.i. wasn't addressed. They state they'll do the site visits but provide no information on how they'll provide the results or that they'll provide them within the thirty (30) day timeframe. The provider met the minimal expectations in all other sections but provided limited details.
C. HOMEBUILDERS® Eligibility Requirements
<ul style="list-style-type: none"> P – States they will comply
D. HOMEBUILDERS® Services for Eligible Families
<ul style="list-style-type: none"> P – States they will comply in all sections but provides no specific details for how they plan to comply with each section
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
<ul style="list-style-type: none"> N – Amendment to Team Manager educational requirements is not noted. Provider shows previous requirements.
F. Performance Measures
<ul style="list-style-type: none"> P – Knowledge and experience with OCFS PMR requirements
G. Reports
<ul style="list-style-type: none"> P – Knowledge and experience with OCFS reporting requirements
2. Staffing
<ul style="list-style-type: none"> P – Staffing plan is sufficient and covers what is requested in RFP
3. Implementation - Work Plan
<ul style="list-style-type: none"> P – Plans to use the Homebuilders staggered hiring plan and start services once the first Team is able to be hired and trained.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/13/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">2. More than 10yrs campaigned the principles and practices of high fidelity wrap around.3. Many of the 50 programs deliver evidence based programming.Have continuous quality improvement team, monitored by partnerships for Health for the statewide ME youth action network, as well as Public Consulting Group for PHP's state funded substance use prevention network5. Bidder states "cultural competence is a developmental process that evolves over time"7. Approach is strength based, trauma responsive, and deeply rooted in the restorative process of brain development and neuroplasty
2. Subcontractors
<ul style="list-style-type: none">None to be used
3. Organizational Chart
<ul style="list-style-type: none">Attached
4. Litigation
<ul style="list-style-type: none">Attached
5. Financial Viability
<ul style="list-style-type: none">Bidder met minimum requirements
6. Certificate of Insurance
<ul style="list-style-type: none">Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/13/2021

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
Primary Admin office in South Portland
B. HOMEBUILDERS® General Requirements
<i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i>
5. utilizes ongoing professional development 9. bidder has continuous quality improvement team 11. Bidder updated language policy in October 2021
C. HOMEBUILDERS® Eligibility Requirements
Bidder met minimum requirements
D. HOMEBUILDERS® Services for Eligible Families
7. Bidder does not mention the cap of \$50.00, but does refer to other funding sources for supporting families
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
F. Performance Measures
Bidder met minimum requirements
G. Reports
Bidder met minimum requirements
2. Staffing
Bidder met minimum requirements
3. Implementation - Work Plan
Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• 10 years delivering WIC• Offers wrap around services for juveniles and their families• Maine Families with Parents as Teachers• Q states delivers over 50 programs• Centralized data warehouse• States has provided culturally, linguistically and gender-responsive programming for some time -not sure how long• Developed an Equity, Diversity and Inclusion advisory committee which reports to the senior leadership.
2. Subcontractors
<ul style="list-style-type: none">• No subcontractors
3. Organizational Chart
<ul style="list-style-type: none">• Meets requirements
4. Litigation
<ul style="list-style-type: none">• States none
5. Financial Viability
Audit findings of money owed to DHHS plan developed
6. Certificate of Insurance
<ul style="list-style-type: none">• Meets requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Facilities and Operational Requirements
<p>Use of job postings will be specific to town or county. Says they will use DHHS offices for services as well as their regional offices, state will offer in-home services to families whenever possible and appropriate Three regional offices States will be available 24/7 365 days, use of staff already in TOA</p>
B. HOMEBUILDERS® General Requirements
<p><i>What challenges are foreseen in implementing the HOMEBUILDERS® model?</i> <i>What strategies would be employed to address such challenges?</i></p>
<p>State staff challenges, rebranded their HR department Report full implementation no later than March 1, 2022 Job shadowing will occur for staff while learning the program from March to August 2022 Use of internal TOA Self Sufficiency Matrix (SSM) for internal structures that exist for program auditing. Site visits twice per year in each of the Departments districts State will meet full capacity and fidelity, can take referral after hours States trauma informed Q states TOA will require the Homebuilders teams to do the surveys prior to closure, is this with the family. Will maintain records for five years, has a new electronic health record – Credible Will use Homebuilders data system Will participate in the evaluation process through QUEST Use of interpreter services including ASL</p>
C. HOMEBUILDERS® Eligibility Requirements
Meets requirements
D. HOMEBUILDERS® Services for Eligible Families
<p>States will use the NCFAS-R as well as CANS and other tools necessary Will participate in FTM's Will use strength-based approaches with families Ongoing communication with OCFS Will use TF-CBT, CPP, Triple P- Positive Parenting Nurturing parenting program Uses the Golden Thread approach to documenting. States know of services available to families, not sure on a statewide level or what tools to assist families</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/21

EVALUATOR NAME: Gina Googins

EVALUATOR DEPARTMENT: DHHS/OCFS

Training provided to staff on a regular basis
E. Additional Staff
<i>Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.</i>
Meet requirements
F. Performance Measures
Meet requirements
G. Reports
Meets requirements
2. Staffing
Q – team managers, supervisors, therapist educational requirements
3. Implementation - Work Plan
Implementation starting in March of 2022 Staggard staff onboarding Goes till June 2022 then year two implementation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• The Bidder has experience working with the target population through providing the CPPC, and other community services FVP, Headstart, and Parenting education services to Maine Families and Youth.• The Provider has experience delivering Parents as Teacher evidence-base programming.• Current providers of PAT evidence-based program. TOA also administers WIC.• The Provider listed a couple of examples of working with external entities for QA.• Integrated data from program electronic records. For the HS program TOA lists the outcome but not specify the data that supported the outcome. For the Empath program TOA listed used the CHOAS scale to collect data. TOA also cited that the HYS program, but was not specific to the data used, to meet the listed outcome.• Cultural competence is address through policy. The bidder does not specific the training, or how competency will be assessed.• MCT contract, corrective action plan.• Wraparound model: we believe statements and added examples of relationship building. Then goal setting and achievement is the focus of engagement once a relationship is established.• Circle of Security: EBP based on Attachment Theory for critical skill building.• Use of Mobile Mentoring Coaching for Adult education and skill-building.• Project #1: Parent Coaching at McAuley Residence: Parent coaching program informed by 3 evidence-based programs.• Project #2 High Fidelity Wrap around Program• Project #3 Whole Family/ 2Gen Program: Headstart program	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

2. Subcontractors
<ul style="list-style-type: none"> The Bidder is not using subcontractors in the delivery of the services.
3. Organizational Chart
<ul style="list-style-type: none"> Included and detailed. The Bidder plans to have only 4 therapists in 4,7,8, and 5 in 1,2,3,5,6.
4. Litigation
<ul style="list-style-type: none"> None cited.
5. Financial Viability
<ul style="list-style-type: none">
6. Certificate of Insurance
<ul style="list-style-type: none"> Valid and included.

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Facilities and Operational Requirements

- The Opportunity Alliance (TOA) will operate three administrative offices for the Statewide HOMEBUILDERS® Program. TOA's headquarters and primary administrative office will be located at the Michael J. Tarpinian Family Center at 50 Lydia Lane in South Portland. This office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., except during agency and state holidays and administrative closings.
- TOA will obtain two additional regional offices: one office to be in Augusta and one in Bangor. Each office will house the team leaders for those regions, the administrative coordinator, and serve as a central location for the HOMEBUILDERS® therapists working in that area.
- P: Supervisors and Managers will provide back-up coverage.

B. HOMEBUILDERS® General Requirements

*What challenges are foreseen in implementing the HOMEBUILDERS® model?
What strategies would be employed to address such challenges?*

The Bidder is stating that staffing may be an issue and suggests their newly implemented HR department changes may minimize the issue.

Recently, the Bidder has rebranded their HR department to meet changing needs in the company; the "People Operations."

- Detailed response with timeline to meet the 3/1/2022 service delivery requirement and be fully operational by 9/1/2022.
- The Bidder states that they will use existing agency tools as well as develop tools.
- Did not provide detail. Addressed the Referral process.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

4. Bidder states they already have policy related to the groups listed, lacks detail.
5. Bidder states that professional development opportunities and orientation covers training on trauma-informed practices as well as cultural competence-related topics. Training also prepares staff how to access interpreter services.
6. Met Requirement.
7. Met requirement.
8. Met requirement.
9. Met requirement.
10. Detailed response.
11. Met the requirement.

C. HOMEBUILDERS® Eligibility Requirements

Met the requirement.

D. HOMEBUILDERS® Services for Eligible Families

1. Did not address 1.d.
2. Met requirement.
3. P: will use a strength-based approach using the wrap-around model for parent engagement.
4. Plans to use motivational interviewing. Plans to use the wrap-around process as outlined elsewhere.
5. Detailed response.
6. The bidder will use direct teaching, role playing/practice, coaching and prompting, audio/visual aids, written materials, and homework to teach families a variety of skills including child behavior management, effective discipline, positive behavioral support, problem-solving skills, and safety and daily routine planning.
7. TOA uses Work Life advisors, that provide limited support. It is unclear how this pertains to the \$50 concrete funds for this service, and what role the WLA regarding this service. The Bidder did not describe the Strategies the bidder plans to use to ensure that therapists provide a wide range of services to help Families meet their Basic Needs by helping the Family access concrete goods and services that are directly related to achieving the Family's goals, while teaching them to meet these needs.
8. Met requirement.
9. Met requirement. P: TOA utilizes Relias to offer and track training.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

1. Recruitment and Retention strategy not provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/20/2021

EVALUATOR NAME: Lauren Moumouris

EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|---|
| 2. The Bidder did not recognize the additional education requirement set forth in the amendment for the Team Manager. |
|---|

F. Performance Measures

Met req.

G. Reports

Met req.

2. Staffing

Per the Amendment, Team manager job descriptions should require a Master's Degree. Detailed staffing plan.

3. Implementation - Work Plan

Detailed. Therapists to take first referrals in April 22.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder has experience implementing human services programs (parenting, home visiting, head start, early childhood education, etc.) and has a division specific to serving the at-risk population.• Bidder has experience implementing in home programs.• Implementation of Wraparound services with successful maintenance of in-home placement.• Bidder has experience implementing evidenced based programs with external quality monitoring.• Bidder provided information on measuring and achieving outcomes data collection and provided some data about the success of their programs.• Bidder reports an Equity, Diversity, and Inclusion Employee Advisory Committee to address equity diversity and inclusion in their organization.• Bidder represents self as a trauma informed organization.• High retention rates in Parenting Education Programs.• Describes a "whole family" approach for engaging with families.• Uses the evidenced based approach of Mobility Monitoring coaching in working with families.• Provided 3 relevant projects.
2. Subcontractors
<ul style="list-style-type: none">• Bidder plans to not use subcontractors.
3. Organizational Chart
<ul style="list-style-type: none">• Provided and clear.
4. Litigation
<ul style="list-style-type: none">• Bidder reports none.
5. Financial Viability

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

• Provided
6. Certificate of Insurance
• Provided

Part IV, Section III Proposed Services

1. Services to be Provided

Part II

A. Facilities and Operational Requirements

- Bidder agrees to meet facility and operational requirements.
- Plans to operate three administrative offices.
- Prior experience implementing on call and 24/7 availability of services.

B. HOMEBUILDERS® General Requirements

What challenges are foreseen in implementing the HOMEBUILDERS® model?

What strategies would be employed to address such challenges?

- Appropriately identifies staffing as possible challenges but provides appropriate solutions as well including a recently rebranded Human Resources Department.
- Agrees to implement services beginning March 1 and full implementation with all hiring by September 2022.
- Little detail provided in site monitoring processes and agency developed tools.
- Bidder agrees to implement the model and standards but provides little detail for how that will happen. Agency values/principles provided but not details of implementation.
- Bidder commits to training and professional development but little other detail provided for ensuring service for disparities, disabilities, and/or trauma.
- Bidder states they are trauma informed and responsive organization and only highlights staff training as their plan for maintaining this. Cites organization uses strength-based approaches.
- Bidder agrees to satisfaction surveys but provides no details on implementation.
- Bidder agrees to maintain case records and use their new system for this. Little details on how or requirements for their staff.
- Bidder has experience with data collection and agrees to the data collection terms, but little other details provided.
- Bidder identifies commitment to Continuous Quality Improvement.
- Bidder agrees to comply with financial and accounting reporting.
- Recently updated language access policy. Commitment made to ensuring access through interpreter and sign language resources.

C. HOMEBUILDERS® Eligibility Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202108129

RFP TITLE: Statewide HOMEBUILDERS Program

BIDDER NAME: The Opportunity Alliance

DATE: 12/15/21

EVALUATOR NAME: Christine Theriault

EVALUATOR DEPARTMENT: DHHS/OCFS

- Bidder outlines requirements and a commitment to meeting requirements. Little detail provided outside of what is in the RFP.

D. HOMEBUILDERS® Services for Eligible Families

- Bidder outlines commitment to meeting requirements as provided in the RFP, little other details provided.
- Bidder agrees to implement strengths based approach and lists the principles of Wraparound services that match this, but little detail is provided on implementation.
- Collaboration and advocacy section does not detail collaboration with other organizations and the section ends abruptly with an uncompleted sentence.
- Subsection 5 the bidder agrees to implementing the program to fidelity and talks about their experience implementing other programs but little to no detail is provided on how they will implement Homebuilders.
- Bidder agrees to ensure staff have training in other topics but no details for how this will be implemented.
- Bidder provides list of resources available to help families beyond just the fiscal aspect of concrete goods allowed through this contract. There is however little detail for the process for concrete goods funding will get to families.
- Commitment to connecting families to services post Homebuilders intervention.

E. Additional Staff

Staffing: Describe the strategy for the recruitment and retention of staff and how quality staff with the experience required by HOMEBUILDERS® services will be attracted and retained.

- Bidder provides names of additional staff and a brief plan for recruitment of staff.
- Bidder agrees to comply with staffing requirements set forth in the RFP and provides a detailed plan for meeting requirements related to hiring etc..

F. Performance Measures

- Bidder agrees to meeting performance measures with little to no detail on how.

G. Reports

- Bidder agrees to meet reporting requirements with little to no detail on how.

2. Staffing


- Bidder identifies no sub-recipients will be used.
- Detailed staffing plan provided with job descriptions.

3. Implementation - Work Plan

Bidder provided detailed implementation plan.

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202108129
Statewide HOMEBUILDERS® Program

Bidder's Organization Name:		Bethany Christian Services of Northern New England	
Chief Executive - Name/Title:		Jillian Alfeo – Regional Director of Operations, Northeast	
Tel:	(603) 483-2886	E-mail:	Jalfeo@bethany.org
Headquarters Street Address:		183 High St., P.O Box 320	
Headquarters City/State/Zip:		Candia, New Hampshire 03034	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Jillian Alfeo – Regional Director of Operations, Northeast	
Tel:	(401) 330-0894 (Cell)	E-mail:	Jalfeo@bethany.org
Headquarters Street Address:		183 High St., PO Box 320	
Headquarters City/State/Zip:		Candia, New Hampshire 03034	
Signature of person authorized to enter into the contract with the Department:			
Name (Print): Jillian Alfeo		Title: Regional Director of Operations	
Authorized Signature: 		Date: 11/11/2021	
Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.			

Bethany Christian Services is an international family service organization that supports vulnerable children and families, guided by the belief that everyone deserves to be safe, loved, and connected. Over 75 years ago, we began our work by serving a single child. Today, we work in more than 30 states and more than a dozen countries worldwide, serving more than 50,000 people every year.

Bethany delivers a broad spectrum of family preservation services and has delivered HOMEBUILDERS® in Indiana since 1996, in Rhode Island since 2017, and most recently in South Carolina beginning in 2021. Bethany recently submitted proposals to implement HOMEBUILDERS® in Arkansas and Nebraska (due to COVID-19 delay, the program will not start until 2022) and submitted budgets for HOMEBUILDERS® in Florida and Pennsylvania, with contracts to begin in 2022 as well.

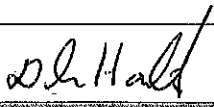
Since 1996, Bethany has provided HOMEBUILDERS® to over 1,930 families with 3,821 children at imminent risk for being removed from their family or not being reunified and remaining in out of home placement. In 2020, Bethany served 261 at-risk children and their 115 families in the HOMEBUILDERS® programs in Indiana and Rhode Island. Just over 90% of children remained safely at home with their family at case closure. The agency has a strong relationship with the Institute for Family Development, which oversees training and fidelity.

Based on Bethany's longevity in implementing HOMEBUILDERS®, the agency is well-positioned to launch this model for statewide implementation in Maine. For over 25 years, Bethany has successfully administered key program elements with high fidelity, including intervention at the crisis point; treatment in the natural setting; practitioner accessibility and responsiveness; time-limited and concentrated services; low caseloads; research-based interventions; and flexibility in range of services. Bethany has well-developed processes for program administration, including hiring, supervision, continuous quality improvement, documentation, and reporting.

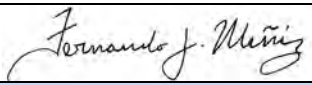
Bethany Christian Services of New England includes a wide range of child welfare services and supports in Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island. The agency's familiarity with this area will facilitate the rapid development of a physical presence in Maine, as well as deployment of staff and HOMEBUILDERS® services throughout the state. With Bethany's experience, expertise, and capacity, the HOMEBUILDERS® program will effectively – and with compassion and empathy – serve the children and families of Maine.

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202108129
Statewide HOMEBUILDERS® Program


Bidder's Organization Name:	Community Health and Counseling Services		
Chief Executive - Name/Title:	Dale Hamilton, Executive Director		
Tel:	(207) 947-0366	E-mail:	dhamilton@chcs-me.org
Headquarters Street Address:	42 Cedar Street		
Headquarters City/State/Zip:	Bangor, ME 04401		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
Signature of person authorized to enter into the contract with the Department:			
Name (Print): Dale Hamilton		Title: Executive Director	
Authorized Signature: 		Date: 11/10/21	
Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP			
<p>CHCS has a long history of providing treatment and support services to children and families with an eye to family preservation and/or reunification. CHCS also supports resources families and early care providers to minimize placement disruptions for children. CHCS is a long-time provider of treatment foster care services as well as an array of clinical and in-home services designed to strengthen families, such as outpatient therapy, targeted case management, home and community-based treatment, and crisis services. CHCS also has several Resource Parent Care Teams and provides the evidence based ECCP model in Aroostook and Kennebec Counties. CHCS has a long history of working collaboratively with the Department of Health and Human Services, community-based providers, schools, and families towards positive outcomes. CHCS works with families to help them access and connect with resources in their communities, help them gain the skills and knowledge to be a successful family unit, and help them to ensure safety in their home. CHCS's history and expertise combined with our existing quality workforce and infrastructure provides CHCS with the needed components for successful implementation of a statewide HOMEBUILDERS® program.</p>			

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202108129
Statewide HOMEBUILDERS® Program

Bidder's Organization Name:	Community Solutions, Inc. (CSI)		
Chief Executive - Name/Title:	Fernando J. Muñoz, Chief Executive Officer		
Tel:	860-683-7100	E-mail:	fmuniz@csimail.org
Headquarters Street Address:	340 West Newberry Rd, Suite B		
Headquarters City/State/Zip:	Bloomfield, CT 06002		
(Provide information requested below if different from above)			
Lead Point of Contact for Proposal - Name/Title:	Crystal Trout, Grant Writer		
Tel:	979-313-3555	E-mail:	ctrout@csimail.org
Headquarters Street Address:	340 West Newberry Rd, Suite B		
Headquarters City/State/Zip:	Bloomfield, CT 06002		
Signature of person authorized to enter into the contract with the Department:			
Name (Print): Fernando J. Muñoz		Title: Chief Executive Officer	
Authorized Signature: 		Date: November 8, 2021	
Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.			
<p>Community Solutions, Inc. (CSI) has been providing services to vulnerable individuals since 1962. CSI's Youth Services Division has been a leader in the provision of services for youth involved in both the child welfare and juvenile justice systems for over 22 years. CSI has extensive experience launching and implementing new services and programs, and has built a highly regarded full continuum of services to include: family preservation, family intervention, family reunification, diversion and reintegration programs, community-based alternatives to detention, and staff-secure residential treatment.</p> <p>CSI's Home-Based Youth Services division is widely acknowledged for its strict adherence to model fidelity and successful outcomes in a variety of home-based services including HOMEBUILDERS®, Multisystemic Therapy (MST), Multisystemic Therapy for Emerging Adults (MST-EA), Multisystemic Therapy for Problem Sexual Behaviors (MST-PSB), Brief Strategic Family Therapy (BSFT) and Functional Family Therapy (FFT).</p> <p>CSI currently has youth programs in California, Connecticut, Georgia, Kansas, New Hampshire, New Jersey, Pennsylvania, and Rhode Island. We are excited for this opportunity to provide HOMEBUILDERS® for children and families in the State of Maine as outlined in this RFP.</p>			

APPENDIX H

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202108129
Statewide HOMEBUILDERS® Program

Bidder's Organization Name:	Spurwink		
Chief Executive - Name/Title:	Eric Meyer/President & CEO		
Tel:	207 871-1200 x2197	E-mail:	emeyer@spurwink.org
Headquarters Street Address:	901 Washington Ave, Suite 100		
Headquarters City/State/Zip:	Portland, ME 04103		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Gabrielle Gallucci/Director of Mission Impact		
Tel:	207 871-1200 x2137	E-mail:	ggallucci@spurwink.org
Headquarters Street Address:	901 Washington Ave, Suite 100		
Headquarters City/State/Zip:	Portland, ME 04103		
Signature of person authorized to enter into the contract with the Department:			
Name (Print): Eric Meyer		Title: President & CEO	
Authorized Signature: 		Date: 11/12/21	
Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.			
<p>Spurwink is a Maine-based non-profit agency with 61 years of experience providing residential, educational, and community-based services for children, youth, and families throughout Maine with emotional, behavioral, and developmental challenges. Spurwink works closely with the Department of Health and Human Services (DHHS) and Office of Child and Family Services (OCFS), and was awarded competitive state contracts to provide Functional Family Therapy, Therapeutic Foster Care, Resource Parent Care Teams, Crisis Consultation and Support Services, and Statewide Adoption Foster and Resource Family Recruitment Services, in addition to providing Outpatient Therapy, Public School Counseling, Children and Adult Behavioral Health Homes, and Children's Residential services. We also house the only Child Abuse Pediatrician in the state at our Center for Safe and Healthy Families, and the first multi-disciplinary program to address CSEC (Commercial Sexual Exploitation of Children) through the Cumberland County Children's Advocacy Center.</p> <p><i>-continued on next page-</i></p>			

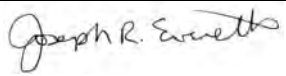
Spurwink's mission is to provide behavioral health and education services for children, adults, and families in Maine. The agency's vision is that people affected by behavioral health challenges and developmental disabilities live healthy, engaged lives in their communities. Spurwink assists clients throughout Maine in achieving their potential in the least restrictive environment possible. In 2020, using evidence-based and evidence-informed models, Spurwink provided services to 7,377 clients in Maine, 62% under the age of 21.

A cornerstone of Maine's mental health system, Spurwink has gained a reputation for excellence in evidence-based treatment and service delivery throughout New England. The agency is licensed by the State of Maine as a Mental Health Facility at the Full Service Level and as a Private Special Purpose School. Spurwink is accredited by the Council on the Accreditation for Children and Family Services and is a member of the Child Welfare League of America and the American Association of Children's Residential Centers. Spurwink is also licensed as a Foster-Care-CPA Level of Care Placing Facility Agency and has an Alcohol and Drug Treatment license. At the core of Spurwink's programming is a focus on building relationships with families, natural/informal supports, direct service providers, and state agencies. Spurwink takes a proactive approach to partnership, reaching out to others to establish connections and overcome conflicts for the benefit of clients served. Spurwink has built a vast, effective infrastructure to serve Maine people that employs nearly one-thousand people statewide.

We are passionate about the HOMEBUILDERS® Program because it is an evidence-based practice that focuses on family preservation and reunification for children and youth in crisis and at risk of removal from their home or preceding imminent reunification. We are very proud of the success of our Family Reunification Program in Cumberland and York counties in 2012 and 2013, our Functional Family Therapy program active in Cumberland, York, and Kennebec counties, and look forward to building on our knowledge and existing staff experience running and implementing those programs.

Spurwink looks forward to submitting our full proposal.

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT TO BID
RFP# 202108129
Statewide HOMEBUILDERS® Program

Bidder's Organization Name:		The Opportunity Alliance	
Chief Executive - Name/Title:		Joseph R. Everett, President & CEO	
Tel:	207-523-5055	E-mail:	joe.everett@opportunityalliance.org
Headquarters Street Address:		50 Lydia Lane	
Headquarters City/State/Zip:		South Portland, Maine 04106	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Louise Marsden, VP of Family and Early Childhood Education	
Tel:	207-553-5823	E-mail:	louise.marsden@opportunityalliance.org
Headquarters Street Address:		50 Lydia Lane	
Headquarters City/State/Zip:		South Portland, Maine 04106	
Signature of person authorized to enter into the contract with the Department:			
Name (Print): Joseph R. Everett		Title: President & CEO	
Authorized Signature: 		Date: 11/08/21	
Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.			
<p>For more than 50 years, The Opportunity Alliance (TOA) has been providing advocacy, leadership, and support to help individuals, families, and communities identify goals and address their needs. With more than thirty-five active programs and five hundred employees, TOA has several programs dedicated to evidence-based practices, mental health treatment, child welfare services, and other expertise that lend themselves to the experience needed to deliver this program. Through our integrated community-based and clinical programs, we serve more than 20,000 people annually throughout Maine.</p>			



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Jeanne M. Lambrew, Ph.D.
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202108129
RFP TITLE: Statewide Homebuilders Program**

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

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

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

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

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

Christine Theriault

Signature

Date

12-8-21



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202108129
RFP TITLE: Statewide Homebuilders Program


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

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

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

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

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



Signature

Date 12/8/2021



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Jeanne M. Lambrew, Ph.D.
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202108129
RFP TITLE: Statewide Homebuilders Program**

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

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

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

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

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

DocuSigned by:

Dondi Dexter

3015E4A9EDE040E

Signature

Dec-08-2021

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202108129
RFP TITLE: Statewide Homebuilders Program

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

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

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

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

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

Signature

Date

12/8/21



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202108129
RFP TITLE: Statewide Homebuilders Program

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

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

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

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

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

Lauren Moumouris

Signature

Date

12-8-2021