

**State of Maine**  
**Master Score Sheet**

RFA# 202304095					
Rural Workforce Recruitment and Retention Grant Program					
Bidder Name:		Eastern Maine Development Corp.	Somerset Economic Development Corp.	Sunrise County Economic Council	Northern Maine Development Commission
Proposed Cost:		\$100,000	\$100,000	\$100,000	\$100,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Applicant Experience	20	20	20	20	20
Section III: Program Design	30	25	25	30	22
Section IV: Intended Outputs and Outcomes	20	20	20	20	20
Section V: Project Sustainability	10	10	10	10	10
Section VI: Budget and Narrative	20	20	20	20	20
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>95</u></b>	<b><u>95</u></b>	<b><u>100</u></b>	<b><u>92</u></b>



**STATE OF MAINE  
DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT**

**Janet T. Mills  
Governor**

**Heather Johnson  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 17<sup>th</sup>, 2023

**Lee Umphrey, Executive Director  
Eastern Maine Development Corporation  
40 Harlow St.  
Bangor, ME 04401**

SUBJECT: Notice of Conditional Contract Award under RFA #202304095 Rural Workforce Recruitment and Retention Grant

Dear Mr. Umphrey:

This letter is regarding the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Rural Workforce Recruitment and Retention Grant Program. The Department has evaluated your application using the evaluation criteria identified in the RFA, and the Department is pleased to announce its conditional contract award to the Eastern Maine Development Corporation.

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Sturtevant". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Ben Sturtevant  
Business Development Manager and RFA Coordinator  
Office of Business Development  
State of Maine Department of Economic and Community Development  
59 State House Station  
Augusta, ME 04333-0059

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT**

**Janet T. Mills  
Governor**

**Heather Johnson  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 17<sup>th</sup>, 2023

**Robert Clark / Executive Director  
Northern Maine Development Commission  
11 West Presque Isle Road  
Caribou, ME 04736**

SUBJECT: Notice of Conditional Contract Award under RFA #202304095 Rural Workforce Recruitment and Retention Grant

Dear Mr. Clark:

This letter is regarding the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Rural Workforce Recruitment and Retention Grant Program. The Department has evaluated your application using the evaluation criteria identified in the RFA, and the Department is pleased to announce its conditional contract award to the Northern Maine Development Commission.

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Sturtevant". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Ben Sturtevant  
Business Development Manager and RFA Coordinator  
Office of Business Development  
State of Maine Department of Economic and Community Development  
59 State House Station  
Augusta, ME 04333-0059

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT**

**Janet T. Mills  
Governor**

**Heather Johnson  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 17<sup>th</sup>, 2023

**Christian Savage, Executive Director  
Somerset Economic Development Corporation  
41 Court St.  
Skowhegan, ME 04976**

SUBJECT: Notice of Conditional Contract Award under RFA #202304095 Rural Workforce Recruitment and Retention Grant

Dear Mr. Savage:

This letter is regarding the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Rural Workforce Recruitment and Retention Grant Program. The Department has evaluated your application using the evaluation criteria identified in the RFA, and the Department is pleased to announce its conditional contract award to the Somerset Economic Development Corporation.

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

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



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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Sturtevant". The signature is fluid and cursive, with a large initial "B" and "S".

Ben Sturtevant  
Business Development Manager and RFA Coordinator  
Office of Business Development  
State of Maine Department of Economic and Community Development  
59 State House Station  
Augusta, ME 04333-0059

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT**

**Janet T. Mills  
Governor**

**Heather Johnson  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 17<sup>th</sup>, 2023

**Charles Rudelitch, Executive Director  
Sunrise County Economic Development Council  
7 Ames Way  
Machias, ME 04654**

SUBJECT: Notice of Conditional Contract Award under RFA #202304095 Rural Workforce Recruitment and Retention Grant

Dear Mr. Rudelitch:

This letter is regarding the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Rural Workforce Recruitment and Retention Grant Program. The Department has evaluated your application using the evaluation criteria identified in the RFA, and the Department is pleased to announce its conditional contract award to the Sunrise County Economic Development Council.

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Sturtevant". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Ben Sturtevant  
Business Development Manager and RFA Coordinator  
Office of Business Development  
State of Maine Department of Economic and Community Development  
59 State House Station  
Augusta, ME 04333-0059

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Eastern Maine Development Corp.**

**DATE: 5/24/23**

**SUMMARY PAGE**

**Department Name: Economic and Community Development**

**Name of RFA Coordinator: Ben Sturtevant**

**Names of Evaluators: Ben Sturtevant, Shae McGehee and Julia Trujillo Luengo**

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility) Applicant must be an economic development organization (EDO) that services Aroostook, Piscataquis, Somerset, or Washington counties	<b>x</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>
Section III. Program Design	<b>30</b>	<b>25</b>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>
Section V. Project Sustainability	<b>10</b>	<b>10</b>
Section VI. Budget & Narrative	<b>20</b>	<b>20</b>
<u>Total Points</u>	<u>100</u>	<u>95</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Eastern Maine Development Corp.**

**DATE: 5/24/23**

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

The Eastern Maine Development Corporation proposes to utilize the Piscataquis County Rural Workforce program to recruit, retain and train workers through partnership with several other regional entities. It has a strong track record in workforce development and grant management. The program will bolster some of its existing federal and state-sponsored programs.

**EVALUATION OF SECTION II  
Applicant Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:**

EMDC administrates the Workforce Innovation and Opportunity Act (WIOA) programs for its region. It is the regional Economic Development Organization (EDO) and designated Economic Development District (EDD) serving Hancock, Penobscot, Piscataquis, and Waldo counties. It has experience with state and federal grant administration and connections to existing workforce development funding streams and systems. It has 56 years of experience in this field.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Eastern Maine Development Corp.**

**DATE: 5/24/23**

**EVALUATION OF SECTION III  
Program Design**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Program Design	<b>30</b>	<b>25</b>

---

**Evaluation Team Comments:** The Piscataquis County Rural Workforce program is designed to recruit, train, place and retain workers to Piscataquis County through education, business and participant attraction and apprenticeships. The program will supplement other Maine Jobs and Recovery Program activities to optimize reach and funding efficiencies. EMDC proposes to serve as the hub with six key spokes / strategic partners Moosehead Lake Region Economic Development Corporation, Piscataquis Chamber of Commerce, Piscataquis County Economic Development Corporation, Helpings Hands with Heart, Northeast Workforce Development Board and Piscataquis County Community Members. A more detailed work plan will help EMDC achieve the goals they have set for the program.

**EVALUATION OF SECTION IV  
Intended Outputs and Outcomes**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:** EMDC has a number of metrics it will track, including number of job seekers recruited and trained; number of businesses recruited to hire interns and permanent employees; types of skills and training provided; number of job seekers placed in internships, permanent jobs, and employee retainment.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Eastern Maine Development Corp.**

**DATE: 5/24/23**

**EVALUATION OF SECTION IV  
Project Sustainability**

	<u>Points Available</u>	<u>Points Awarded</u>
Section V. Project Sustainability	<b>10</b>	<b>10</b>

**Evaluation Team Comments:** The program will complement EMDC's existing workforce activities, which will help sustain the project beyond the period of this grant. The program can serve as a model for other counties that EMDC services. EMDC will seek additional funding to expand this proposed business development and job creation project for the other counties it services.

**EVALUATION OF SECTION VI  
Budget and Narrative**

Lowest Submitted Cost Proposal	x	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$100,000</b>	x	<b>\$100,000</b>	x	<b>20 points</b>	=	<b>20</b>

**Evaluation Team Comments:** Budget plan is acceptable and sensible for the program. EMDC has provided a detailed narrative about how it plans to invest the funds. Abbreviated list below.

- Personnel (salary \$34,590 and benefits)
- Instructional materials / supplies \$8,121 supplies
- Non-instructional materials / supplies \$2008
- Contracted services \$50,000
- Technology access \$1,380
- Transportation (mileage) \$1,901
- Accounting/reporting: \$2,000

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Northern Maine Development Commission**

**DATE: 5/24/23**

**SUMMARY PAGE**

**Department Name: Economic and Community Development**

**Name of RFA Coordinator: Ben Sturtevant**

**Names of Evaluators: Ben Sturtevant, Shae McGehee and Julia Trujillo Luengo**

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility) Applicant must be an economic development organization (EDO) that services Aroostook, Piscataquis, Somerset, or Washington counties	<b>x</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>
Section III. Program Design	<b>30</b>	<b>22</b>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>
Section V. Project Sustainability	<b>10</b>	<b>10</b>
Section VI. Budget & Narrative	<b>20</b>	<b>20</b>
<u>Total Points</u>	<u>100</u>	<u>92</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Northern Maine Development Commission**

**DATE: 5/24/23**

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Northern Maine Development Commission proposes to launch the Aroostook Washington Economic Development District Workforce Attraction Initiative, using the rural workforce attraction grant program to strengthen efforts to help grow the populations and workforce of Aroostook and Washington counties. NMDC plans to work closely to market the program with the community colleges that service these counties. The application indicates a more thorough plan and engagement with Aroostook County resources and partners than those of Washington County.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Northern Maine Development Commission**

**DATE: 5/24/23**

**EVALUATION OF SECTION II  
Applicant Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:** NMDC, founded 1967, is the EDA economic development district for Northern Maine and Downeast Maine. The organization has previous experience with workforce programming and experience with state and federal grant administration.

**EVALUATION OF SECTION III  
Program Design**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Program Design	<b>30</b>	<b>22</b>

---

**Evaluation Team Comments:** NMDC staff will coordinate this program with both Community Colleges and develop strategic partnerships with other organizations, i.e. Boots to Roots, Live and Work in Maine, Catholic Charities Maine, etc. They plan to participate in job fairs outside the region to highlight opportunities in Washington and Aroostook counties. Some funding would be used to update the Aroostook website and bolster its social media campaigns. NMDC proposes to work closely with local businesses on workforce retention programming, and, potentially, with other Rural Workforce Attraction grantees, on workforce attraction efforts. NMDC's proposed program needs more tactical details and a more developed work plan to meet its goals.

**EVALUATION OF SECTION IV**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Northern Maine Development Commission**

**DATE: 5/24/23**

**Intended Outputs and Outcomes**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:** With the goal of increasing the labor force in these counties, NMDC will measure its success by tracking new Mainers engaged with the Community Colleges, as well as their career success stories; transitions to careers; track booth visits at career fairs; track metrics and traffic on websites and social media; number of businesses contacted and meetings with other grantees.

**EVALUATION OF SECTION IV  
Project Sustainability**

	<u>Points Available</u>	<u>Points Awarded</u>
Section V. Project Sustainability	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:** NMDC has experience in the type of activities it proposes. Additionally, it has funding and existing programming to continue this work. The funds it would use for the new program, when combined with current EDA funds earmarked for its new Comprehensive Economic Development Strategy (CEDS), would ensure sustainability.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Northern Maine Development Commission**

**DATE: 5/24/23**

**EVALUATION OF SECTION VI  
Budget and Narrative**

Lowest Submitted Cost Proposal	x	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$100,000</b>	x	<b>\$100,000</b>	x	<b>20 points</b>	=	<b>20</b>

**Evaluation Team Comments:**

Budget:

- Personnel (salary and benefits) \$40,800
- Non-instructional materials and supplies \$1,583
- Contracted services \$100,000 -- \$50,000 apiece for Northern Maine Community College and Washington County Community College
- Transportation -- \$2,800
- Other (advertising and other marketing costs) \$25,000
- Other (Opportunitiesaroostook.com website upgrade) \$6,500 --
- Administration and facilities (indirect) \$23,317

NMDC's budget request is \$200,000 to cover programming for both Aroostook and Washington counties. The application indicates a stronger plan is in place for Aroostook County. While its workforce development strategy for Washington County would be similar, it is not as clear in the application as the plan for Aroostook County. The team recommends a \$100,000 award to the applicant, earmarking the funds to focus on Aroostook County programming it has proposed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Somerset Economic Development Corp.**

**DATE: 5/24/23**

**SUMMARY PAGE**

**Department Name: Economic and Community Development**

**Name of RFP Coordinator: Ben Sturtevant**

**Names of Evaluators: Ben Sturtevant, Shae McGehee and Julia Trujillo Luengo**

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility) Applicant must be an economic development organization (EDO) that services Aroostook, Piscataquis, Somerset, or Washington counties	<b>x</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>
Section III. Program Design	<b>30</b>	<b>25</b>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>
Section V. Project Sustainability	<b>10</b>	<b>10</b>
Section VI. Budget & Narrative	<b>20</b>	<b>20</b>
<u>Total Points</u>	<u>100</u>	<u>95</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Somerset Economic Development Corp.**

**DATE: 5/24/23**

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Applicant has developed a good initial plan to market the recruitment program, known as the Somerset County Workforce Recruitment, Retainment, and Reentry Initiative. It has experience in grant administration and workforce programming. It has a strong team of subcontractors and a realistic budget to assist with launch and execution. A more detailed project management work plan will be helpful to keep the proposed program on track.

**EVALUATION OF SECTION II  
Applicant Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:**

SEDC has experience in grants management and is currently managing the Regional & Tribal Broadband Partners Program for Somerset County. It has managed COVID-19, USDA, and youth workforce grants in the past. It will be working with equally experienced subcontractors, including Central and Western Maine Workforce Development Board; Eastern Maine Development Corp.; Live and Work in Maine and the Kennebec Valley Tourism Council



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Somerset Economic Development Corp.**

**DATE: 5/24/23**

**EVALUATION OF SECTION III  
Program Design**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Program Design	<b>30</b>	<b>25</b>

**Evaluation Team Comments:**

Somerset County Workforce Recruitment, Retainment, and Reentry Initiative Proposed Services: Workforce recruitment and attraction; workforce retention and re-entry into workforce

Implementation – Work Plan

- Recruitment marketing and outreach campaign and potential partnership with Live and Work in Maine for branding, website, and print collateral.
- Enhancement of existing services offered by providers and strategic partners such as CWMWDB and leverage partnership with local schools
- Taking significant steps to understand the barriers and feasible progress to increasing the labor force participation rate

**EVALUATION OF SECTION IV  
Intended Outputs and Outcomes**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>

**Evaluation Team Comments:** Somerset reports 60% pre-pandemic workforce participation, but lower than that now. If implemented, this program would seek to reverse that and return it to 60% or higher participation.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Somerset Economic Development Corp.**

**DATE: 5/24/23**

**EVALUATION OF SECTION IV  
Project Sustainability**

	<u>Points Available</u>	<u>Points Awarded</u>
Section V. Project Sustainability	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:** Project is sustainable given its budget and proposed partnership with CWMWDB, EMDC and Live and Work in Maine.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Somerset Economic Development Corp.**

**DATE: 5/24/23**

**EVALUATION OF SECTION VI  
Budget and Narrative**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$100,000</b>	,	<b>\$100,000</b>	<b>x</b>	<b>20 points</b>	<b>=</b>	<b>20</b>

**Evaluation Team Comments:**

Budget is well thought out and is sensible for the program.

- Personnel (salary and benefits): \$20,000
- Instructional materials and supplies: \$3,000
- Non-instructional materials and supplies: \$3,000
- Contracted services: \$59,000
- Digital Marketing Campaign \$15,000

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Sunrise County Economic Council**

**DATE: 5/24/23**

**SUMMARY PAGE**

**Department Name: Economic and Community Development**

**Name of RFP Coordinator: Ben Sturtevant**

**Names of Evaluators: Ben Sturtevant, Shae McGehee and Julia Trujillo Luengo**

---

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Section I. Preliminary Information (Eligibility) Applicant must be an economic development organization (EDO) that services Aroostook, Piscataquis, Somerset, or Washington counties	<b>x</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Applicant Experience	<b>20</b>	<b>20</b>
Section III. Program Design	<b>30</b>	<b>30</b>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>
Section V. Project Sustainability	<b>10</b>	<b>10</b>
Section VI. Budget & Narrative	<b>20</b>	<b>20</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>100</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Sunrise County Economic Council**

**DATE: 5/24/23**

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:** The Sunrise County Economic Council has proposed a new program to be funded by this grant opportunity. It is designed to help Washington County, one of Maine’s most economically distressed regions, attract and retain workers, particularly those employees who would engage in fishing and aquaculture-related activities. The program, “Connecting New Neighbors with Opportunities in Marine Trades & Aquaculture” would complement Sunrise’s current workforce development efforts under way for the maritime trades sector. The new program is designed as a pilot program and would focus on connecting potential employees to new opportunities within the aquaculture industry, and to help them overcome barriers to participating, including lack of housing, access to healthcare/nutrition, and transportation. Sunrise has the experience and established partnerships for this much-needed project. More tactical details on how it would manage the project will be helpful toward meeting their goals.

**EVALUATION OF SECTION II  
Applicant Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Applicant Experience	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:**

Sunrise, established 1993, is an existing economic development organization that provides services for Washington County and has previous experience with workforce development programming. It has experience with state and federal grant administration. It has established local, regional, and statewide connections along with additional strategic partners and aquaculture / fisheries industry professionals it plans to utilize during this project.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Sunrise County Economic Council**

**DATE: 5/24/23**

**EVALUATION OF SECTION III  
Program Design**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Program Design	<b>30</b>	<b>30</b>

---

**Evaluation Team Comments:** The program would provide workforce development services including attraction of employees to Washington County; retention of existing employees; and connect new workers and families to resources. Sunrise would implement a work plan for a pilot program that would service up to eight employees and their families, connecting them to employment opportunities within area's growing marine trades and aquaculture sector. The program would also provide a connection to resources such as housing, nutritional and health / wellness programs, apprenticeships, transportation, and workforce training programs. To meet these goals, Sunrise will work closely with partners such as the community college, Dept. of Corrections, and local businesses.

**EVALUATION OF SECTION IV  
Intended Outputs and Outcomes**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Intended Outputs & Outcomes	<b>20</b>	<b>20</b>

---

**Evaluation Team Comments:** Goals for this pilot program focus on attraction and retention Objectives include:

- Building an awareness of career pathways and opportunities
- Connecting new neighbors with the resources they and their families need based on their own goals by leveraging network partnerships' programs/services
- Increasing engagement with new neighbors to deepen their connections and relationships within the community for rapid integration.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Sunrise County Economic Council**

**DATE: 5/24/23**

**EVALUATION OF SECTION IV  
Project Sustainability**

	<u>Points Available</u>	<u>Points Awarded</u>
Section V. Project Sustainability	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:** The proposed project has a strong chance of success and remaining sustainable because it clearly answers a need and complements existing programs and workforce programs in development. Sunrise has a proven collaboration across sectors, particularly in the marine, fisheries, and aquaculture trades that this program would focus some of its resources on. Training and learning lab spaces are available across partnerships (low or no cost) through Washington County Community College, local businesses, and DOC.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #: 202304095**

**RFA TITLE: Rural Workforce Recruitment and Retention Grant Program**

**BIDDER: Sunrise County Economic Council**

**DATE: 5/24/23**

**EVALUATION OF SECTION VI  
Budget and Narrative**

Lowest Submitted Cost Proposal	x	Cost Proposal Being Scored	x	Score Weight	=	Score
	x		x	<b>20 points</b>	=	<b>20</b>

**Evaluation Team Comments:** Sunset has assembled a realistic budget for the project, totaling \$200,207 and would use half of the grant funds to cover projected costs.

<b>Budget Category</b>	<b>Amount Requested</b>
Personnel (salary and benefits)	\$75,900
Contracted services	\$9,500
Transportation	\$7,000
Other (Indirect)	\$7,600



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Eastern Maine Development Corp.

**DATE:** 5/24/2023

**EVALUATOR NAME:** Ben Sturtevant

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Northern Maine Development Commission has decades of strong experience in grants management both federal and state funding.*
- *NMDC has 56 years of experience and was designated an EDA Economic Development District in 1975.*

*2. Subcontractors*

- *Piscataquis County Economic Development Corp.*
- *Moosehead Lake Economic Development*
- *Piscataquis Chamber of Commerce*

*II. Proposed Services*

*1. Services to be Provided*

- *Workforce recruitment and attraction*
- *Serve as management team (hub and spoke) for the subcontractors*

*2. Implementation – Work Plan*

- *Training of partner organizations to serve as liaison with businesses on workforce attraction efforts*
- *Complement existing EMDC workforce development program*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Eastern Maine Development Corporation

**DATE:** 5/24/2034

**EVALUATOR NAME:** Julia Trujillo Luengo

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Existing economic development organization for Piscataquis County
- Current relevant experience with workforce programming
- Strong references to existing workforce development funding streams and system
- Supplements other MJRP activities to optimizes reach and funding efficiencies
- Experience with state and federal grant administration

**2. Subcontractors**

- Moosehead Lake Region Economic Development Corporation, Piscataquis Chamber of Commerce/Piscataquis County Economic Development Corporation - \$20k
- Helpings Hands with Heart - \$10k

**II. Proposed Services**

**1. Services to be Provided**

- Recruit, train, place & retain workers to Piscataquis County

**2. Implementation – Work Plan**

- Education
- Attract program participants & businesses
- Apprenticeship program to place job seekers

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Eastern Maine Development Corporation

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

***I. Organization Qualifications and Experience***

***1. Overview of Organization***

- *Existing economic development organization for Piscataquis County*
- *Previous experience with workforce programming*
- *Experience with state and federal grant administration*

***2. Subcontractors***

- *Moosehead Lake Region Economic Development Corporation, Piscataquis Chamber of Commerce/Piscataquis County Economic Development Corporation - \$20k*
- *Helpings Hands with Heart - \$10k*

***II. Proposed Services***

***1. Services to be Provided***

- *Recruit, train, place & retain workers to Piscataquis County*

***2. Implementation – Work Plan***

- *Overall this application needs a work plan to achieve the goals and objectives they have set for the program*
- *Education*
- *Programming to recruit & retain workers*
- *Attract program participants & businesses*
- *Apprenticeship program to place job seekers*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Northern Maine Development Commission

**DATE:** 5/24/2023

**EVALUATOR NAME:** Ben Sturtevant

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Northern Maine Development Commission has decades of strong experience in grants management both federal and state funding.*
- *NMDC has 56 years of experience and was designated an EDA Economic Development District in 1975.*

*2. Subcontractors*

- *Washington County Community College*
- *Northern Maine Community College*
- *Aroostook partnership*

*II. Proposed Services*

*1. Services to be Provided*

- *Workforce recruitment and attraction*
- *Connectivity to training programs*

*2. Implementation – Work Plan*

- *Plan not as clear for Washington County as it is for Aroostook.*
- *Funds to be used to partially update Aroostook Partnership website.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Northern Maine Development Corp

**DATE:** 5/24/2023

**EVALUATOR NAME:** Julia Trujillo Luengo

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Existing formal group bringing coordination of talent attraction in the region/County.*
- *Further opportunity to improve understanding of labor force participation rates in their region*
- *Some experience with workforce programming*

*II. Proposed Services*

*1. Services to be Provided*

- *Recruit, train, place & retain workers in the region, particularly through the Maine Community College System*

*2. Implementation – Work Plan*

- *Application needs a clear and concise work plan.*
- *Unclear outcomes and targets*
- *Unclear if they plan to hire a new FTE*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Northern Maine Development Commission

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Economic development district for Northern Maine*
- Previous experience with workforce programming*
- Experience with state and federal grant administration*

*2. Subcontractors*

- NMCC*
- WCCC*

*II. Proposed Services*

*1. Services to be Provided*

- NMDC staff will coordinate program with both Community Colleges.*
- Develop strategic partnerships with organizations, i.e. Boots to Roots, Live and Work in Maine, Catholic Charities Maine, etc.*
- Identify and staff career shows/job fairs (2) outside the region to highlight opportunities in Washington and Aroostook counties.*
  - 1. Where are the out of region career fairs? How will they be selected?*
  - 2. Is there a need to staff local carrier fairs that is not met by the Career Centers?*
- Implement updates/upgrades to [www.opportunitiesaroostook.com](http://www.opportunitiesaroostook.com), which is an online jobs board and population attraction program of Aroostook Partnership, which is searched by unique viewers from across the Country, but primarily the eastern seaboard.*
  - 1. Aroostook County resource, how will this impact the Washington County allocation?*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Northern Maine Development Commission

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

- *Create and schedule social media advertising to promote the region to potential transplants.*
- *Work with businesses to develop retention strategies for new Mainers.*
  1. *What strategies will be recommended? How are the partners for this item?*
- *Research and implement best practices with other organizations receiving Rural Workforce Recruitment and Retention Grant funding.*
- *Fulfill all grant reporting requirements.*
- 2. *Implementation – Work Plan*
  - *Support for new and to be established workforce attraction efforts at Northern Maine Community College and Washington County Community College. \$200,000 (\$100,000 grant/\$100,000 match) Includes project coordination, marketing and advertising, travel and transportation for new Mainers and potential higher education to workforce participants, meals, and lodging.*
    1. *WCCC not advanced in planning*
    2. *What is the strategy to coordinate the New Mainer Initiative?*
  - *Social media advertising and marketing material development \$25,000*
  - *Upgrades to [www.opportunitiesaroostook.com](http://www.opportunitiesaroostook.com) \$6,500*
    1. *Washington County benefit?*
  - *Staff salary \$30,000 + Fringe \$10,800 + Grant Admin \$23,317*
  - *Print materials \$1,583*
  - *Travel \$2,800*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Somerset Economic Development Corp.

**DATE:** 5/24/2023

**EVALUATOR NAME:** Ben Sturtevant

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *SEDC has strong experience in grants management and is currently managing the Regional & Tribal Broadband Partners Program for Somerset County.*
- *It has also managed COVID-19, USDA, and youth workforce grants in the past.*
- 

*2. Subcontractors*

- *Central and Western Maine Workforce Development Board*
- *Eastern Maine Development Corp.*
- *Live and Work in Maine*
- *Kennebec Valley Tourism Council*

*II. Proposed Services*

*1. Services to be Provided*

- *Workforce recruitment and attraction*
- *Workforce retention and re-entry into workforce*

*2. Implementation – Work Plan*

- *Marketing plan needs to be clarified but is on the right track with potential partnerships that are identified.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Sommerset County

**DATE:** 5/24/2023

**EVALUATOR NAME:** Julia Trujillo Luengo

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Existing formal group bringing coordination to talent attraction in the area.*
- *Not significant previous experience with workforce programming*

*II. Proposed Services*

*1. Services to be Provided*

- *Recruit, train, place & retain workers in the region*

*2. Implementation – Work Plan*

- *Application needs a clear and concise work plan to achieve the goals and objectives they have set for the program.*
- *Applicant should re-consider population terminology, such as re-entry*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Somerset Economic Development Corporation

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

***I. Organization Qualifications and Experience***

***1. Overview of Organization***

- Existing development organization of Somerset County
- Previous experience with workforce programming
- Experience with private, state, and federal grant administration

***2. Subcontractors***

- CWMWDB
- EMDC
- KVCC

***II. Proposed Services***

***1. Services to be Provided***

- Recruitment marketing and outreach campaign
- Enhancement of existing services offered by providers
- Taking significant steps to understand the barriers and feasible progress to increasing the labor force participation rate

***2. Implementation – Work Plan***

- \$25,000 CWMWDB for a joint effort in Somerset County workers reentering the labor force. Identifying barriers, sharing open positions, overcoming barriers in getting back to work, introduction to certification programs and apprenticeship training, connecting this population with employers.

***1. Out-migration – partnering with local schools to share work opportunities and place-based benefits of Somerset County***

- a. How if information be shared? Verbally, print materials, class visits, website?***

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Somerset Economic Development Corporation

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

2. *Reentry \*this term refers to formerly incarcerated populations, suggest replacing term with alternative to avoid confusion\* - improve awareness of employment opportunities and reduce barriers to entry*
  - a. *What is the strategy to identify these barriers?*
- *\$25,000 EMDC to continue and enhance current provider services in Somerset County. Recruit, train, and retain workers in Somerset County.*
  1. *Same items as CWMWDB*
- *\$5,000 Website creation, online content management of SEDC personal assets for recruitment and available resources and assistance for retainment.*
  1. *Is this in partnership with Live & Work in Maine? Please share justification for new website aside from Live & Work in Maine and sustainability plan for maintain new website.*
- *\$4,000 KVCC Workforce Assistance and internship program. 1-3 students to engage classmates, their own networks and assist the initiative from a younger perspective. Workforce Director's participation in the program.*
  1. *How are these students identified? What tools are made available to them to engage classmates?*
- *\$15,000. Digital Marketing Campaign*
  1. *Opportunities for businesses to advertise job positions*
  2. *Attracting talent*
- *\$20,000 SEDC – Grant administration*
- *\$6,000 Materials*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 5/24/2023

**EVALUATOR NAME:** Ben Sturtevant

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

***I. Organization Qualifications and Experience***

***1. Overview of Organization***

- *Serves as economic development organization for Washington County and Downeast area.*
- *Has strong connection to the aquaculture and marine trades industry with existing partnerships.*
- *Is currently managing special industry – aquaculture, lobster and seafood -- workforce programs*
- *Experience with grant management, most recently, partnership with Washington County Community College on USDA-funded workforce development program*

***II. Proposed Services***

***1. Services to be Provided***

- *Attract and recruit workforce to Washington County, retain existing employees; connect new workers and families to resources*

***2. Implementation – Work Plan***

- *Proposes a pilot program that would service up to eight families.*
- *Program seeks to connect new neighbors to employment opportunities within area's growing marine trades and aquaculture.*
- *Program would also provide a connection to resources such as housing, nutritional and health / wellness programs, apprenticeships, transportation and workforce training programs.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Sunrise Economic Council

**DATE:** 5/24/2034

**EVALUATOR NAME:** Julia Trujillo Luengo

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Existing economic development organization for in the region.
- Lacks evidence of strong connection to the workforce development system
- Focuses to raise awareness of local opportunities, especially in the trades and aquaculture
- Includes general outcomes, including 5-8 new neighbors and their families

*II. Proposed Services*

*1. Services to be Provided*

- Recruit, connect & retain workers to Piscataquis County

*2. Implementation – Work Plan*

- Education
- Connect new neighbors to housing, career and paid apprenticeships, transportation solutions and workforce training.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202304095**

**RFP TITLE: RURAL WORKFORCE RECRUITMENT AND RETENTION GRANT PROGRAM**

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 5/24/2023

**EVALUATOR NAME:** Shae McGehee

**EVALUATOR DEPARTMENT:** Economic and Community Development

\*\*\*\*\*

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

\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Existing economic development organization for Washington County
- Previous experience with workforce programming
- Experience with state and federal grant administration

**2. Subcontractors**

- Industry professionals & clinicians

**II. Proposed Services**

**1. Services to be Provided**

- Attract/recruit & retain "new Mainers" to Washington County's Marine Trades and Aquaculture sectors

1. Define this term, which demographics are targeted here?  
Budget narrative seems to target support towards incarcerated population, is this correct?

**2. Implementation – Work Plan**

- Connecting programs and initiatives into career pathways across the region: partner meetings, employer meetings, job fairs, focus groups
  1. Who are the partners here? Looking for an organization that has industry connections and experience with aquaculture workforce development (WCCC, FocusMaine, MAIC, etc.)
- Build on relationship with Maine DOC locations, DCF in particular, to connect justice-involved individuals with career potentials during incarcerations & upon reentry and critical resources such as housing, recovery, career skills, etc.
- Industry professionals & clinicians contracted to ensure services and pathways effective



STATE OF MAINE  
DEPARTMENT OF Economic and Community  
Development

Janet T. Mills  
Governor

Heather Johnson  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202304095**

**RFP TITLE: Rural Workforce Recruitment and Retention Grant Program**

I, (print name at right) Ben Sturtevant

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

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

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

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

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

7/5/23

Signature

Date



STATE OF MAINE  
DEPARTMENT OF Economic and Community  
Development

Janet T. Mills  
Governor

Heather Johnson  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202304095**  
**RFP TITLE: Rural Workforce Recruitment and Retention Grant Program**

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

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

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

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

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

Shae McGehee  
Signature

7/5/2023  
Date





STATE OF MAINE  
DEPARTMENT OF Economic and Community  
Development

Janet T. Mills  
Governor

Heather Johnson  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202304095**  
**RFP TITLE: Rural Workforce Recruitment and Retention Grant Program**

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

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

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

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

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

DocuSigned by:

*Julia Trujillo Luengo*

F08FDAA1E94E430...

Signature

Date