

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)

Sep-08-2023

Via Electronic Mail: brian@lametrochamber.com

Lewiston Auburn Metropolitan Chamber of Commerce Foundation
Brian Pickard, Director of Community Workforce Partnerships
415 Lisbon Street, Suite 100
Lewiston, ME 04240

SUBJECT: Notice of Conditional Contract Award under RFA #202306144 First 4 ME
Early Care and Education Program Pilot Site

Dear Brian Pickard,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award to:

- Lewiston Auburn Metropolitan Chamber of Commerce Foundation

The Department will be contacting each Applicant 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 awarded Applicant. The awarded Applicant 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.).

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 the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](#) and [18-554 Code of Maine Rules Chapter 120](#). The appeal must be in

writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

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

Sincerely,

DocuSigned by:

Todd A. Landry

77B44F528C2C4D5...

Todd Landry, Ed.D

Director

Office of Child and Family Services

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306144

RFA TITLE: First 4 ME Early Care and Education Program Pilot Sites Grant Funding Opportunity

APPLICANT: Lewiston Auburn Metropolitan Chamber of Commerce Foundation

DATE: September 5, 2023

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Dondi Dexter, Megan Swanson, Tonya McVay, and Jamie Michaud

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|-------------------------|-----------------------|
| Section I. Eligibility Requirements | X | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Priority Population | 10.00 | 8.00 |
| Section III. Community Coalition Engagement | 10.00 | 10.00 |
| Section IV. Participant Enrollment Provision | 10.00 | 9.00 |
| Section V. Community Assessment | 10.00 | 1.00 |
| Section VI. Community Action Plan | 30.00 | 17.00 |
| Section VII. Proposal Budget | 30.00 | 17.00 |
| <u>Total Points</u> | <u>100.00</u> | <u>62.00</u> |

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DATE: September 5, 2023

**OVERVIEW OF PART I
Eligibility Requirements**

| |
|----------------------------------|
| |
| Part I. Eligibility Requirements |

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• Met the eligibility requirements and plans to provide services in Androscoggin |
|--|

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**EVALUATION OF PART II
Priority Population**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------|-------------------------|-----------------------|
| Part II. Priority Population | 10.00 | 8.00 |

Evaluation Team Comments:

| Part II. Priority Population |
|--|
| <ul style="list-style-type: none"> Lacks detail of community providers or other entities including SAUs |

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**EVALUATION OF PART III
Community Coalition Engagement**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--|-------------------------|-----------------------|
| Part III. Community Coalition Engagement | 10.00 | 10.00 |

Evaluation Team Comments:

| Part III. Community Coalition Engagement |
|---|
| <ul style="list-style-type: none"> • Has sponsorship by a Community Coalition • Strong coalition presence including multiple individuals in roles Child Care Center, Family Child Care Provider, and Provider of Services Under the Federal Individuals with Disabilities Education Act, Part B or Part C • LA Metro Chamber of Commerce Foundation added 4 more individuals in this area, to include a Sr. Program Director at CEI Workforce Solutions, A Director of Business Services from the Cooperative Development Institute in Maynard MA, and a Program Specialist at CEI and a Trainer/Contractor at Diversity, Equity, Inclusion & Disability Consultant • The majority of coalition members have been meeting since September 2022 in preparation for this grant. LA Metro Chamber of Commerce Foundation noted that the coalition members understand this is a minimum 3-year commitment and they will be signing MOUs upon award to solidify their pledge to meet regularly |

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**EVALUATION OF PART IV
Participant Enrollment Provision**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|---|-------------------------|-----------------------|
| Part IV. Participant Enrollment Provision | 10.00 | 9.00 |

Evaluation Team Comments:

| Part IV. Participation Enrollment Provision |
|--|
| <ul style="list-style-type: none"> • Clear process outlined, scaled approach for qualifying categories • Did not include a verification of eligibility process |

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**EVALUATION OF PART V
Community Assessment**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|------------------------------|-------------------------|-----------------------|
| Part V. Community Assessment | 10.00 | 1.00 |

Evaluation Team Comments:

Part V. Community Assessment

- The response provided did not address all the needs in Table 1, and how those needs would be addressed through the Pilot Project

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**EVALUATION OF PART VI
Community Action Plan**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|-----------------------------------|-------------------------|-----------------------|
| Section VI. Community Action Plan | 30.00 | 17.00 |

Evaluation Team Comments:

| Part VI. Community Action Plan |
|--|
| A. Year One |
| <ul style="list-style-type: none"> • 10+ Community partners listed: Promise ECC, YMCA, YWCA, Happy Little Paradise, Hold My Hand Child Care, Lewiston, and Auburn Public Schools, CDS, Sandcastle CES, Pine Tree Society EEP, Tree St Youth • Applicant state having partnerships through the coalition since 2022 • Unclear if the timeframe for the coordinator meeting with the CCPs for the parents to sign • Did not address process and timeline for recruiting and hiring essential staff including Community Coaches within the first sixty (60) calendar days of the contract start • Plan for hiring/housing essential staff by 2 organizations in the Coalition • Did not clearly outline a training schedule and onboarding plan for the first ninety (90) calendar days for essential staff including Community Coaches • Information was not provided regarding how turnover would be addressed • Included the use of braided funding to support a facilitator to aid organization of the coalition • Did not address development of a transition planning team to include alignment of efforts and measurement of developmentally appropriate curriculum for learning domains or continuum of support into fall transition for children, families, CCPs, and SAUs • Did not address active member of the Community Coalition or end of kindergarten benchmark data as part of developing a partnership with local SAUs • Minimal response to developing CCP supports and partnerships to engage local CCPs, support their advocacy for their role within the Projects, the community, and the community at large • The family engagement and participation strategy plan lacks details • Unclear how the family will be represented in the coalition • Aligned the project with the specific goals, objectives, and outcomes for the Project Site |

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B. Year Two

- Indicated their CCPs and schools are well established and already identifying new providers preparing to be licensed
- The coalition is currently set up and supported by Sewall to be a working collaborative
- The Applicant and Sewall work together on grant preparation and are considering who else in the community is needed to support this effort
- No specific plan outlined for assessing the need for additional/changing stakeholders
- Did not outline a data utilization plan
- Identified partners and possible stakeholders. However, lacks details on how the Applicant would specifically promote, advocate, and sustain Project community-based programming within the community at large

C. Year Three

- Minimal response to identifying process to synthesize key learning from Program involvement and provide recommendations for Program expansion
- Identified several sources for sustainability

Provide a response to the below providing additional response to the proposed Action Plan.

- Integration of MELDS training
- Integration of evidenced-based social emotional skills in classrooms to raise the quality of early childhood education: National training on the “School Family”
- 12 Project objectives listed with outcomes identified for each
- General outcomes/objectives listed but no clear measurability criteria
- Trainings completed, scores on TSGs, KEAs, and climate surveys documented in a Professional Portfolio
- Unclear how metrics will be used to evaluate the outcomes of the Project
- Response to the resources currently available to support the Project lacks detail and does not address space and time
- “MANY resources through Coalition members” referenced, but sharing of staff for coverage and partnering on transportation are the only specific examples provided
- Implementation plan broken up in attainable steps to meet various phases of the project with general timelines identified
- Detailed list of responsibilities for project roles provided
- The plan provided lacked detail and did not describe how the Applicant will ensure sustainability beyond the 3-year implementation of the project

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**EVALUATION OF PART VII
Proposed Budget**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|---------------------------|-------------------------|-----------------------|
| Part VII. Proposed Budget | 30.00 | 17.00 |

Evaluation Team Comments:

| Part VII. Proposed Budget |
|--|
| <ul style="list-style-type: none">• The proposed budget does not align with the Implementation plan specific to personnel• The proposed budget was not divided into 3 periods as required by the RFA and separated in the attached excel Budget Form• Identified use of gift cards: gift cards are not an allowable expense• The budget narrative does not address all line items |



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**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202306144**

**RFA TITLE: First 4 ME Early Care and Education Program Pilot Sites Grant Funding
Opportunity**

I, Dondi Dexter accept the offer to become a member of the Request for Applications (RFA) 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 RFA.

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 RFA 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

3915E4A9E0E040E

Signature

Aug-25-2023

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202306144**

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I, Tonya McVay accept the offer to become a member of the Request for Applications (RFA) 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 RFA.

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 RFA nor have I submitted a letter of support or similar endorsement.

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

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DocuSigned by:

Tonya McVay

A3B035ED532B40B

Aug-25-2023

Signature

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202306144**

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I, Jamie Michaud accept the offer to become a member of the Request for Applications (RFA) 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 RFA.

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 RFA 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:

Jamie Michaud

529AE44163FE4D4

Aug-25-2023

Signature

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202306144**

**RFA TITLE: First 4 ME Early Care and Education Program Pilot Sites Grant Funding
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I, Megan Swanson accept the offer to become a member of the Request for Applications (RFA) 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 RFA.

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 RFA 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:

A handwritten signature in black ink that reads "Megan Swanson".

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Aug-25-2023

Signature

Date