

State of Maine
Master Score Sheet

RFA# 202406111					
Development of Programs and Services for Parents Divorcing, Separating, or Living Apart					
Applicant Name:		Kids First – First Step	Kids First – Next Step	Kids First - ICOPE	Home to Home
Proposed Cost:		\$35,000	\$12,000	\$35,000	\$29,000
Scoring Sections	Points Available				
Eligibility to Submit Applications: proof of non-profit status	Pass/Fail	PASS	PASS	PASS	PASS
Section I: Application is complete and adheres to the format outlined in the RFA	5	5	5	5	5
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5	5	5	5
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50	50	50	60
Section IV: Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	18	15	25	30
TOTAL	<u>100</u>	<u>78</u>	<u>75</u>	<u>85</u>	<u>100</u>



**STATE OF MAINE
DEPARTMENT OF MAINE JUDICIAL
BRANCH**

**Janet T. Mills
Governor**

20 August, 2024

Annie Sarbanis, Executive Director
Home to Home
P.O. Box 263
Brunswick, ME 04011

SUBJECT: Notice of Conditional Contract Award under RFA # 202406111
Development of Programs and Services for Parents Divorcing, Separating, or
Living Apart

Dear Annie Sarbanis:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

- Home to Home,
- Kids First Center, First Step Program,
- Kids First Center, Next Step Program, and
- Kids First Center, ICOPE Program.

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants 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,

Signed by:

Joanna Davis

13527F8C625E41B...

Joanna Davis, Esq., Family Process Specialist
Administrative Office of the Courts
Maine Judicial Branch
P.O. Box 4820
Portland, ME 04112
(207) 822-3210

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 MAINE JUDICIAL
BRANCH**

**Janet T. Mills
Governor**

20 August 2024

Timothy Robbins, Executive Director
Kids First Center
51 US Route 1, Suite R2
Scarborough, ME 04074

SUBJECT: Notice of Conditional Contract Award under RFA # 202406111
Development of Programs and Services for Parents Divorcing, Separating, or
Living Apart

Dear Timothy Robbins:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

- Home to Home,
- Kids First Center, First Step Program,
- Kids First Center, Next Step Program, and
- Kids First Center, ICOPE Program.

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants 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.

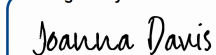
As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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,

Signed by:

Handwritten signature of Joanna Davis in blue ink.

13527FAC825E41B
Joanna Davis, Esq., Family Process Specialist
Administrative Office of the Courts
Maine Judicial Branch
P.O. Box 4820
Portland, ME 04112
(207) 822-3210

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 #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch

Name of RFP Coordinator: Joanna Davis

Names of Evaluators: Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Andrea Mancuso, Tamar Mathieu, Jaqueline Moss, and Andrea Najarian

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Eligibility to Submit Applications: proof of non-profit status	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	60
Section IV: Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	30
<u>Total Points</u>	<u>100</u>	<u>100</u>

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

OVERVIEW OF SECTION I

	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5

Evaluation Team Comments:

Application was complete and included all of the following requirements:

1. Application form;
2. Eligibility to apply;
3. Litigation disclosures, if any;
4. Qualifications and experience;
5. Program requirements; and
6. Cost proposal and budget information.

STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111
RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart
APPLICANT: Home to Home
DATE: August 8, 2024

EVALUATION OF SECTION II

	Points Availabl e	Points Awarde d
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5

Home to Home reported that there is no relevant litigation to report as part of the application.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

EVALUATION OF SECTION III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	60

Evaluation Team Comments:

1. General Organizational Requirements

- a. Applicants awarded grant funds must utilize the funds for scholarship assistance for any parent who cannot afford to pay the full program fee. Information about scholarship assistance must be clearly stated in program materials and the assistance must be easily attained. While applicants are allowed to utilize awarded funds for administrative costs at the discretion of the Department, priority will be given to applications that primarily allocate the contract award for program participant scholarship assistance.
 - a. *Application indicates that all award money goes to scholarships for parents. Additionally, this has been the historical practice of this organization with prior A&V grant awards.*
- b. Awarded applicants are required to maintain statewide standards and be trained on domestic abuse and violence dynamics and issues. Awarded applicants may be required to attend training or programs recommended by the Access and Visitation Advisory Committee of the Maine Judicial Branch. Awarded applicants are required to have and demonstrate an initial screening process for issues of domestic abuse and violence. When parent education or other services are not appropriate given personal safety concerns, awarded applicants are expected to make referrals to more appropriate services in the community.
 - a. *Home to Home staff has met this requirement. The statewide standards linked in the RFA specifically include the following:*
 - *Spousal or partner abuse addressing screening, referral and intervention strategies;*
 - *Knowledge of community resources, cultural factors, evidence-based risk assessment and same-gender abuse dynamics.*
 - b. *The application is very detailed with regard to the training each staff member has participated in. The trainings listed in the application speak to all of the requirements in the linked statewide training.*
 - c. *Home to Home has procedures in place for domestic violence screening as part of its intake process, as most cases utilizing its services involve this dynamic.*
- c. Awarded applicants must have access to timely and reliable electronic communication.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

- a. *Home to Home meets this requirement and has always been easily reached via electronic communication.*
 - d. **Awarded applicants must be in contact with the Department at least once a month through a mutually agreed upon platform.**
 - a. *Home to Home meets this requirement and has contact with the Department at least once a month.*
 - e. **A site visit by the grant coordinator or any other member of the Access and Visitation Advisory Committee may be required before a contract is issued. Additional site visits after a contract award is granted may be required at the Department's discretion.**
 - a. *Home to Home meets this requirement and has indicated a willingness to facilitate a site visit upon request.*
- 2. **Program Requirements for Supervised Visitation Programs**
 - a. **The program must provide trainings to all staff members on the dynamics and issues of domestic abuse and violence;**
 - a. *Home to Home staff has met this requirement. The application is very detailed with regard to the training each staff member has participated in. Training includes the CAIRET Training, mandated reporter training, training from the local DVRCs, mental health training, and training on culturally appropriate interventions from Her Safety Net. The application indicates a robust training curriculum.*
 - b. **All employees, volunteers, and interns who work directly with children and families, including intake services, must be required to submit to and pass a criminal background check and DHHS Maine Child Protective Services Central Case Records Research check before any interaction with children and families. The Department reserves the right to request copies of those records;**
 - a. *Application seems to indicate that they are done onboarding, which is sufficient for grant application purposes. More background checks would require them to allocate more administrative expenses.*
 - c. **The program must use a visitation facility or facilities that has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits; and**
 - a. *Home to Home is donated space from MidCoast and St. Mary's hospitals. Each location has separate drop off and pick up locations for parents so there is no contact. Additionally, Home to Home staff supervise the pick ups and drop offs, and there is hospital security on site.*
 - d. **If appropriate, the program will use secure video conferencing tools to provide monitored video contact between geographically separated non-custodial parents and their children.**
 - a. *Home to Home has this option for appropriate cases, but has a strong preference for in person visitations.*
- 3. **Invoicing and Reporting Requirements**
 - a. **Applicants awarded grant funds must expend their grant funds in the time period specified by the awarding contract. To obtain compensation for services rendered, awarded applicants must submit monthly invoices to the Department that include a detailed description of the funds used, including the amounts billed to scholarship**

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

assistance and administrative costs. By the 15th of the month following the service month, the applicant must submit an invoice or send an email to the Department stating that there will be no invoice because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.

- a. *Home to Home has always met this requirement.*
- b. Awarded applicants are also required to submit monthly reports to the Department that document client information, including "Required Outcome" data regarding increased non-custodial parenting time with children because of the services rendered. By the 15th of the month following the service month, the applicant must submit the report or send an email to the Department stating that there will be no report because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.
 - a. *Home to Home has always met this requirement.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

4. APPLICATION REQUIREMENTS FOR SUPERVISED Visitation Programs

- a. The applicant must provide a roster of its supervisors to the Department and provide documentation on training provided to the supervisors;
 - i. *Application meets this requirement.*
- b. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
 - i. *Application meets this requirement, and also provides transportation scholarships separate from visitation scholarships to help parents get to visits.*
- c. The applicant must provide documentation of trainings to all staff members on the dynamics and issues of domestic abuse and violence;
 - i. *Application meets this requirement.*
- d. The applicant must demonstrate that its visitation facility or facilities has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits;
 - i. *Application meets this requirement.*
- e. The applicant must include information on the program's Board of Directors; and
 - i. *Application meets this requirement.*
- f. To the extent the applicant has provided supervised visitation in prior years and received Access and Visitation grant funds for that programming, the applicant must provide the following information for federal fiscal years 2019-2023:
 - i. The total number of parents, grandparents, legal guardians, and children served and the number of courses offered broken down by each federal fiscal year; and
 - ii. The total amount of Access and Visitation award for each federal fiscal year and total amount actually expended for each federal fiscal year.
 2. *Application meets this requirement.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Home to Home

DATE: August 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	30

Evaluation Team Comments:

Amount requested: \$29,000

Amount designated to scholarship funding: \$29,000

Entire contract award going directly to scholarship funding.

Anticipated income information for FFY 2025 notes:

\$12,000 contracts and services fee, likely includes training.

Anticipated expense information for FFY 2025 notes:

Balanced budget, very low overhead expenses.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch

Name of RFP Coordinator: Joanna Davis

Names of Evaluators: Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Andrea Mancuso, Tamar Mathieu, Jaqueline Moss, and Andrea Najarian

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Eligibility to Submit Applications: proof of non-profit status	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50
Section IV: Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	18
<u>Total Points</u>	<u>100</u>	<u>78</u>

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

OVERVIEW OF SECTION I

	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5

Evaluation Team Comments:

Application was complete and included all of the following requirements:

1. Application form;
2. Eligibility to apply;
3. Litigation disclosures, if any;
4. Qualifications and experience;
5. Program requirements; and
6. Cost proposal and budget information.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

EVALUATION OF SECTION II

	<u>Points Available</u>	<u>Points Awarded</u>
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5

Evaluation Team Comments:

Kids First reported that there is no relevant litigation to report as part of the application.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

EVALUATION OF SECTION III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50

Evaluation Team Comments:

1. General Organizational Requirements

- a. Applicants awarded grant funds must utilize the funds for scholarship assistance for any parent who cannot afford to pay the full program fee. Information about scholarship assistance must be clearly stated in program materials and the assistance must be easily attained. While applicants are allowed to utilize awarded funds for administrative costs at the discretion of the Department, priority will be given to applications that primarily allocate the contract award for program participant scholarship assistance.

a. *Application indicates that 60% of award money goes to scholarships for parents. Additionally, a split between direct scholarships and administrative expenses has been the historical practice of this organization with prior A&V grant awards. No parents are turned away.*

- b. Awarded applicants are required to maintain statewide standards and be trained on domestic abuse and violence dynamics and issues. Awarded applicants may be required to attend training or programs recommended by the Access and Visitation Advisory Committee of the Maine Judicial Branch. Awarded applicants are required to have and demonstrate an initial screening process for issues of domestic abuse and violence. When parent education or other services are not appropriate given personal safety concerns, awarded applicants are expected to make referrals to more appropriate services in the community.

a. *The statewide standards linked in the RFA specifically include the following:*

- *Spousal or partner abuse addressing screening, referral and intervention strategies;*
- *Knowledge of community resources, cultural factors, evidence-based risk assessment and same-gender abuse dynamics.*

b. *Application does not speak clearly to the statewide standards linked in the RFA (including cultural competency, risk assessments), except for the LCSWs. The only specific training mentioned for staff was the SAFeR training.*

c. *Application also does not indicate statewide knowledge of community resources, including ones that address cultural diversity. Of note, the first resource listed on applicants PowerPoint slide entitled "There is Help" is a policy center (National Coalition to End Domestic Violence), not a resource center. The Committee would like to see the*

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

applicant provide more geographically and culturally diverse information as part of its standard programming.

- c. **Awarded applicants must have access to timely and reliable electronic communication.**
 - a. *Kids First Center meets this requirement and has always been easily reached via electronic communication.*
 - d. **Awarded applicants must be in contact with the Department at least once a month through a mutually agreed upon platform.**
 - a. *Kids First Center meets this requirement and has contact with the Department at least once a month.*
 - e. **A site visit by the grant coordinator or any other member of the Access and Visitation Advisory Committee may be required before a contract is issued. Additional site visits after a contract award is granted may be required at the Department's discretion.**
 - a. *Kids First Center meets this requirement and has facilitated site visits.*
2. **Organizational Requirements for Co-Parent Education Programs**
- a. **The program will be presented by a minimum of two (2) trainers with gender diversity;**
 - 1. *Kids First Center meets this requirement.*
 - b. **Trainers must have prior training and/or experience with parents separated, divorced, or living apart, and must have had training on the dynamics and effects of domestic abuse and violence;**
 - 1. *Application states that all trainers/facilitators have "extensive training in issues of domestic violence," but not all of the resumes provided list training or reference any training about domestic violence issues specifically.*
 - c. **The program must have a screening process for domestic abuse and violence;**
 - 1. *Kids First Center meets this requirement and does an excellent job screening for this issue.*
 - d. **The program must be a minimum of four (4) hours in duration and must meet at least monthly, unless otherwise specified in the contract; and**
 - 1. *Kids First Center meets this requirement.*
 - e. **The program will ideally be offered in person and remotely to maximize geographical availability. Applicants should include information on the availability of the program in each format.**
 - 1. *Kids First Center meets this requirement and is exploring a return to an in-person option with space provided at UNE.*

3. **Invoicing and Reporting Requirements**

- a. **Applicants awarded grant funds must expend their grant funds in the time period specified by the awarding contract. To obtain compensation for services rendered, awarded applicants must submit monthly invoices to the Department that include a detailed description of the funds used, including the amounts billed to scholarship assistance and administrative costs. By the 15th of the month following the service month, the applicant must submit an invoice or send an email to the Department stating that there will be no invoice because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.**
 - a. *Kids First Center has met this requirement.*
- b. **Awarded applicants are also required to submit monthly reports to the Department that document client information, including "Required Outcome" data regarding increased non-custodial parenting time with children because of the services rendered. By the 15th of the**

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

month following the service month, the applicant must submit the report or send an email to the Department stating that there will be no report because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.

a. *Kids First Center has always met this requirement.*

4. Application Requirements for Co-Parent Education Programs

a. The applicant must provide a description of its co-parenting education program;

b. *Application meets this requirement.*

a. The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;

c. *Application mostly meets this requirement. Not all resumes include required DV training.*

a. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;

d. *Application meets this requirement.*

a. The applicant must describe its screening process for domestic abuse and violence;

e. *Application meets this requirement.*

a. The applicant must include information on the program's Board of Directors; and

f. *Application meets this requirement.*

a. To the extent the applicant has provided co-parent education programming in prior years and received Access and Visitation grant funds for that programming, the applicant must provide the following information for federal fiscal years 2019-2023:

i. The total number of parents, grandparents, legal guardians, and children served and the number of courses offered broken down by each federal fiscal year; and

ii. The total amount of Access and Visitation award for each federal fiscal year and total amount actually expended for each federal fiscal year.

g. *Application meets this requirement.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – First Step

DATE: August 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	18

Evaluation Team Comments:

Amount requested: \$35,000

Amount designated to scholarship funding: \$21,000

Other purpose for which non-scholarship money will be designated: 40% of award will be used to offset cost to administer AV grant.

RFA prioritizes scholarship money and application does not provide sufficient information as to how 40% is needed to administer this grant specifically (rather than covering other administrative expenses). Application speaks to Client Coordinator's time to process intakes that need scholarship assistance and additional bookkeeping for the scholarships, but it is not clear as to how that adds up to \$14,000 or why the programmatic fees don't cover the cost of administrative fees. Additional explanation of how administrative funds would be used would have been beneficial.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch

Name of RFP Coordinator: Joanna Davis

Names of Evaluators: Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Andrea Mancuso, Tamar Mathieu, Jaqueline Moss, and Andrea Najarian

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Eligibility to Submit Applications: proof of non-profit status	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50
Section IV: Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	15
<u>Total Points</u>	<u>100</u>	<u>75</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

OVERVIEW OF SECTION I

	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5

Evaluation Team Comments:

Application was complete and included all of the following requirements:

1. Application form;
2. Eligibility to apply;
3. Litigation disclosures, if any;
4. Qualifications and experience;
5. Program requirements; and
6. Cost proposal and budget information.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

EVALUATION OF SECTION II

	<u>Points Available</u>	<u>Points Awarded</u>
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5

Evaluation Team Comments:

Kids First reported that there is no relevant litigation to report as part of the application.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

EVALUATION OF SECTION III

	Points Availabl e	Points Awarde d
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50

Evaluation Team Comments:

1. General Organizational Requirements

- a. Applicants awarded grant funds must utilize the funds for scholarship assistance for any parent who cannot afford to pay the full program fee. Information about scholarship assistance must be clearly stated in program materials and the assistance must be easily attained. While applicants are allowed to utilize awarded funds for administrative costs at the discretion of the Department, priority will be given to applications that primarily allocate the contract award for program participant scholarship assistance.

a. *Application indicates that 60% of award money goes to scholarships for parents. Additionally, a split between direct scholarships and administrative expenses has been the historical practice of this organization with prior A&V grant awards. No parents are turned away.*

- b. Awarded applicants are required to maintain statewide standards and be trained on domestic abuse and violence dynamics and issues. Awarded applicants may be required to attend training or programs recommended by the Access and Visitation Advisory Committee of the Maine Judicial Branch. Awarded applicants are required to have and demonstrate an initial screening process for issues of domestic abuse and violence. When parent education or other services are not appropriate given personal safety concerns, awarded applicants are expected to make referrals to more appropriate services in the community.

a. *The statewide standards linked in the RFA specifically include the following:*

- *Spousal or partner abuse addressing screening, referral and intervention strategies;*
- *Knowledge of community resources, cultural factors, evidence-based risk assessment and same-gender abuse dynamics.*

b. *Application does not speak clearly to the statewide standards linked in the RFA (including cultural competency, risk assessments), except for the LCSWs. The only specific training mentioned for staff was the SAFeR training.*

c. *Application also does not indicate statewide knowledge of community resources, including ones that address cultural diversity. Of note, the first resource listed on applicants PowerPoint slide entitled "There is Help" is a policy center (National Coalition to End Domestic Violence), not a resource center. The Committee would like to see the applicant provide more geographically and culturally diverse information as part of its standard programming.*

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

- c. **Awarded applicants must have access to timely and reliable electronic communication.**
 - a. *Kids First Center meets this requirement and has always been easily reached via electronic communication.*
 - d. **Awarded applicants must be in contact with the Department at least once a month through a mutually agreed upon platform.**
 - a. *Kids First Center meets this requirement and has contact with the Department at least once a month.*
 - e. **A site visit by the grant coordinator or any other member of the Access and Visitation Advisory Committee may be required before a contract is issued. Additional site visits after a contract award is granted may be required at the Department's discretion.**
 - a. *Kids First Center meets this requirement and has facilitated site visits.*
- 2. **Organizational Requirements for Co-Parent Education Programs**
 - a. **The program will be presented by a minimum of two (2) trainers with gender diversity;**
 - 1. *Kids First Center meets this requirement.*
 - b. **Trainers must have prior training and/or experience with parents separated, divorced, or living apart, and must have had training on the dynamics and effects of domestic abuse and violence;**
 - 1. *Application states that all trainers/facilitators have "extensive training in issues of domestic violence," but not all of the resumes provided list training or reference any training about domestic violence issues specifically.*
 - c. **The program must have a screening process for domestic abuse and violence;**
 - 1. *Kids First Center meets this requirement and does an excellent job screening for this issue.*
 - d. **The program must be a minimum of four (4) hours in duration and must meet at least monthly, unless otherwise specified in the contract; and**
 - 1. *Kids First Center meets this requirement.*
 - e. **The program will ideally be offered in person and remotely to maximize geographical availability. Applicants should include information on the availability of the program in each format.**
 - 1. *Kids First Center meets this requirement and is exploring a return to an in-person option with space provided at UNE.*
- 3. **Invoicing and Reporting Requirements**
 - a. **Applicants awarded grant funds must expend their grant funds in the time period specified by the awarding contract. To obtain compensation for services rendered, awarded applicants must submit monthly invoices to the Department that include a detailed description of the funds used, including the amounts billed to scholarship assistance and administrative costs. By the 15th of the month following the service month, the applicant must submit an invoice or send an email to the Department stating that there will be no invoice because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.**
 - a. *Kids First Center has met this requirement.*
 - b. **Awarded applicants are also required to submit monthly reports to the Department that document client information, including "Required Outcome" data regarding increased non-custodial parenting time with children because of the services rendered. By the 15th of the month following the service month, the applicant must submit the report or send an email to**

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

the Department stating that there will be no report because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.

a. *Kids First Center has always met this requirement.*

4. Application Requirements for Co-Parent Education Programs

a. The applicant must provide a description of its co-parenting education program;

a. *Application meets this requirement.*

b. The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;

a. *Application mostly meets this requirement. Not all resumes include required DV training.*

c. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;

a. *Application meets this requirement.*

d. The applicant must describe its screening process for domestic abuse and violence;

a. *Application meets this requirement.*

e. The applicant must include information on the program's Board of Directors; and

a. *Application meets this requirement.*

f. To the extent the applicant has provided co-parent education programming in prior years and received Access and Visitation grant funds for that programming, the applicant must provide the following information for federal fiscal years 2019-2023:

i. The total number of parents, grandparents, legal guardians, and children served and the number of courses offered broken down by each federal fiscal year; and

ii. The total amount of Access and Visitation award for each federal fiscal year and total amount actually expended for each federal fiscal year.

a. *Application meets this requirement.*

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – Next Step

DATE: August 8, 2024

EVALUATION OF SECTION IV Cost Proposal

	Points Availabl e	Points Awarde d
Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	15

Evaluation Team Comments:

Amount requested: \$12,000

Amount designated to scholarship funding: \$7,200

Other purpose for which non-scholarship money will be designated: 40% of award will be used to offset cost to administer AV grant.

RFA prioritizes scholarship money and application does not provide sufficient information as to how 40% is needed to administer this grant specifically (rather than covering other administrative expenses). Application speaks to Client Coordinator's time to process intakes that need scholarship assistance and additional bookkeeping for the scholarships, but it is not clear as to how that adds up to \$4,800 or why the programmatic fees don't cover the cost of administrative fees. Additional explanation of how administrative funds would be used would have been beneficial.

For the Next Step program specifically, there is a high administrative cost for a relatively low number of parents served through the program (39 last year).

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch

Name of RFP Coordinator: Joanna Davis

Names of Evaluators: Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Andrea Mancuso, Tamar Mathieu, Jaqueline Moss, and Andrea Najarian

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Eligibility to Submit Applications: proof of non-profit status	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50
Section IV: Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	25
Total Points	100	85

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

OVERVIEW OF SECTION I

	<u>Points Available</u>	<u>Points Awarded</u>
Section I: Application is complete and adheres to the format outlined in the RFA	5	5

Evaluation Team Comments:

Application was complete and included all of the following requirements:

1. Application form;
2. Eligibility to apply;
3. Litigation disclosures, if any;
4. Qualifications and experience;
5. Program requirements; and
6. Cost proposal and budget information.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II: Litigation (<i>Part III(C)(3)(d) of the RFA</i>)	5	5

Evaluation Team Comments:

Kids First reported that there is no relevant litigation to report as part of the application.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

EVALUATION OF SECTION III

	Points Availabl e	Points Awarde d
Section III: Part II: Activities and Requirements <i>Organizational Requirements</i> <i>Program Requirements</i> <i>Invoicing and Reporting Requirements</i>	60	50

Evaluation Team Comments:

1. General Organizational Requirements

- a. Applicants awarded grant funds must utilize the funds for scholarship assistance for any parent who cannot afford to pay the full program fee. Information about scholarship assistance must be clearly stated in program materials and the assistance must be easily attained. While applicants are allowed to utilize awarded funds for administrative costs at the discretion of the Department, priority will be given to applications that primarily allocate the contract award for program participant scholarship assistance.

a. *Application indicates that 60% of award money goes to scholarships for parents. Additionally, a split between direct scholarships and administrative expenses has been the historical practice of this organization with prior A&V grant awards. No parents are turned away.*

- b. Awarded applicants are required to maintain statewide standards and be trained on domestic abuse and violence dynamics and issues. Awarded applicants may be required to attend training or programs recommended by the Access and Visitation Advisory Committee of the Maine Judicial Branch. Awarded applicants are required to have and demonstrate an initial screening process for issues of domestic abuse and violence. When parent education or other services are not appropriate given personal safety concerns, awarded applicants are expected to make referrals to more appropriate services in the community.

a. *The statewide standards linked in the RFA specifically include the following:*

- *Spousal or partner abuse addressing screening, referral and intervention strategies;*
- *Knowledge of community resources, cultural factors, evidence-based risk assessment and same-gender abuse dynamics.*

b. *Application does not speak clearly to the statewide standards linked in the RFA (including cultural competency, risk assessments), except for the LCSWs. The only specific training mentioned for staff was the SAFeR training.*

c. *Application also does not indicate statewide knowledge of community resources, including ones that address cultural diversity.*

- c. Awarded applicants must have access to timely and reliable electronic communication.

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

- a. *Kids First Center meets this requirement and has always been easily reached via electronic communication.*
 - d. **Awarded applicants must be in contact with the Department at least once a month through a mutually agreed upon platform.**
 - a. *Kids First Center meets this requirement and has contact with the Department at least once a month.*
 - e. **A site visit by the grant coordinator or any other member of the Access and Visitation Advisory Committee may be required before a contract is issued. Additional site visits after a contract award is granted may be required at the Department's discretion.**
 - a. *Kids First Center meets this requirement and has facilitated site visits.*
- 2. **Program Requirements for Co-Parent Education Programs**
 - a. **The program will be presented by a minimum of two (2) trainers with gender diversity. A mental health professional must serve either as a trainer or advisor to the program;**
 - 1. *Kids First Center meets this requirement.*
 - b. **The program must have a screening process for domestic abuse and violence;**
 - 1. *Application states that all trainers/facilitators have "comply with the standards set by their professional regulatory boards," but not all of the resumes provided list training or reference any training about domestic violence issues specifically.*
 - c. **The program will be specifically tailored to build co-parenting skills for parents who are in a high-conflict situation and consist of multiple sessions; and**
 - 1. *Kids First Center meets this requirement.*
 - d. **The program will offer sessions at least quarterly, unless otherwise contracted. The Department will prioritize a program with various times of delivery and alternate methods of delivery, including video-conferencing, to ensure access to all families, regardless of work schedule or geographic location.**
 - 1. *Kids First Center meets this requirement.*
- 3. **Invoicing and Reporting Requirements**
 - a. **Applicants awarded grant funds must expend their grant funds in the time period specified by the awarding contract. To obtain compensation for services rendered, awarded applicants must submit monthly invoices to the Department that include a detailed description of the funds used, including the amounts billed to scholarship assistance and administrative costs. By the 15th of the month following the service month, the applicant must submit an invoice or send an email to the Department stating that there will be no invoice because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.**
 - a. *Kids First Center has met this requirement.*
 - b. **Awarded applicants are also required to submit monthly reports to the Department that document client information, including "Required Outcome" data regarding increased non-custodial parenting time with children because of the services rendered. By the 15th of the month following the service month, the applicant must submit the report or send an email to the Department stating that there will be no report because no services were provided in that month. Failure to adhere to this requirement may result in a termination of the awarding contract.**
 - a. *Kids First Center has always met this requirement.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

4. **Application Requirements for High Conflict Co-Parent Education Programs**
 - a. The applicant must provide a description of its high-conflict program, including the curriculum;
 - a. *Application meets this requirement*
 - b. The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;
 - a. *Application mostly meets this requirement. Not all resumes include required DV training.*
 - c. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
 - a. *Application meets this requirement.*
 - d. The applicant must describe its screening process for domestic abuse and violence;
 - a. *Application meets this requirement.*
 - e. The applicant must include information on the program's Board of Directors; and
 - a. *Application meets this requirement.*
 - f. To the extent the applicant has provided high-conflict co-parent education programming in prior years and received Access and Visitation grant funds for that programming, the applicant must provide the following information for federal fiscal years 2019-2023:
 - i. The total number of parents, grandparents, legal guardians, and children served and the number of courses offered broken down by each federal fiscal year; and
 - ii. The total amount of Access and Visitation award for each federal fiscal year and total amount actually expended for each federal fiscal year.
 - a. *Application meets this requirement.*

STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT: Kids First – ICOPE

DATE: August 8, 2024

EVALUATION OF SECTION IV Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Cost Proposal and Budget Information (<i>Part III(C)(3)(g) of the RFA</i>)	30	25

Evaluation Team Comments:

Amount requested: \$35,000

Amount designated to scholarship funding: \$21,000

Other purpose for which non-scholarship money will be designated: 40% of award will be used to offset AV administrative grants and research lab with Dr. Dan Puhlman

RFA prioritizes scholarship money and application does not completely explain how 40% is needed to administer this grant specifically (rather than covering other administrative expenses). Application speaks to Client Coordinator's time to process intakes that need scholarship assistance and additional bookkeeping for the scholarships, but it is not clear why the programmatic fees don't cover the cost of administrative fees. The application does note, however, that \$3500 in administrative expenses has been earmarked for the research study with Dr. Puhlman at the Parenting Relationship Research Lab at the University of Maine.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/9

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch

Completeness 5
11/15 ✓

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility Proof of Tax Exempt Status provided
- II. Organization Qualifications and Experience

1. Project Descriptions

- H2H supervised Visitation Scholarship - Survivor-Centered since 2012
- H2H Transport Scholarship - bus or taxi up to \$50 or gas card/mo ea parent
- H2H RFA Liaison - LeWBC + WBAAC

2. Organizational Chart Board; Exhibit; 1 Supervised Visitation mgr 2 Vis. Int. Supervisors
40 hrs/wk 25 hrs/wk 15-20 hrs/wk
3. Litigation None
4. Certificate of Insurance - attached
- 5.

- III. Program Requirements

1. Services to be Provided

Supervised Visitation ctr
Personnel w/adv training 81,000/yr
w/le 100,000/500,000

- IV. Budget attached

Uses the counsel of Clinical Consultant for support/guidance on ea case

Safety Plan w/ Supervisors

Group + Indiv Supervision of staff

Supervisors act as mandated reporters during visitations

A+C Significant training provided to staff

B. Program Scholarships

D. Separate extraneous exits / staggered arrival / departures

F. Services dropped during covid, but higher # served since pre covid by 2023 (594)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/7/2024

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. **Eligibility** – application includes proof of non-profit status, PASS
- II. **Application is complete and adheres to the format outlined in the RFA**
- III. **Litigation** – no relevant litigation to report.
- IV. **Activities and Requirements**
 1. **Organizational Requirements**
 - **Projects**
 1. Applicant has been providing supervised visitation services in the midcoast area since 2012. Staff receive ongoing DV training.
 2. Applicant provides transportation scholarships to parents in need of assistance to get to visits.
 3. Applicant staff attend the PFA docket at Lewiston and West Bath District Courts weekly to assist with families navigating the protection order process and who need supervised visitation services.
 - **Certificate of Insurance** – attached
 - **Organizational chart** – attached
 2. **Program Requirements – Supervised Visitation**
 - Supervisor roster included
 - All parents offered scholarship assistance
 - All staff has DV training listed.
 - Hospital provides security and separate entrances for parents.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/7/2024

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch

V. Cost Proposal and Budget Information

- *Has always spent down AV award*
- *Asking for \$29,000, ALL of which will go to scholarships.*

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/6/2024

EVALUATOR NAME: Gregory Garneau

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility *pass/Fail - non profit/IRS form*
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - *Supervised visitation scholarship (supervised visitation)*
 - *Transportation scholarship*
 - *RFA Court day liaison*
 2. Organizational Chart *yes (page 4)*
 3. Litigation *none*
 4. Certificate of Insurance *yes dated 7/30/2024*
 - 5.
- III. Program Requirements
 1. Services to be Provided *- supervised visitation*
- IV. Budget

seeking Ann grant amount of 29,000 (100% for scholarship)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. Eligibility –

- IRS letter confirming 501(c)(3) status attached.

II. Organization Qualifications and Experience

1. Project Descriptions

- Supervised visitation scholarship:
 1. Free of charge; for families impacted by DV
 2. Staff get annual training from community partners
 3. Ample experience – providing supervised visitation since 2012.
- Transportation scholarship
 1. To allow either parent to get to supervised visitation, will cover:
 - a. Cost of bus or taxi fare up to \$50 or
 - b. Gas card of \$50 per month
- PFA Court Day Liaison
 1. Lewiston and West Bath District Court
 2. CAIRET trained (?) in DV
 3. Support, education and programmatic resources to survivors who need supervised visitation.

2. Organizational Chart – included

3. Litigation - Affirms that there is no relevant litigation to report.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

4. *Certificate of Insurance* – included

III. Program Requirements

1. *Services to be Provided*

- Roster of supervisors included
- All individuals are offered a scholarship (impressive)
- DV training for staff listed
- Physical arrangement prevents contact between the parties staggered arrival times; supervision of arrival and departure; escort to cars as needed; participants must sign arrival and departure procedure.
- Board of Directors info included
- Spent down AV grant each year; in 2023 served 594 visits (\$21,000); in 2022 served 440 visits (\$16,500).

IV. Budget

1. Requesting \$29,000 (last award was \$21,000) – all for scholarship funding
2. Total anticipated expenses: \$148,445
3. Total anticipated income: \$148,445 (includes \$143,945 in grants, including AV).

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/6/24

EVALUATOR NAME: Tamar Mathieu

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility- pass
- II. Organization Qualifications and Experience
 1. Project Descriptions- pass, gave three examples
 - Supervised visitation services since 2012 and scholarships
 - court outreach
 - Transportation scholarships to remove additional barriers
 2. Organizational Chart- pass
 3. Litigation- pass
 4. Certificate of Insurance-pass

Q- what background checks are conducted, do they comply with program requirements?

- III. Program Requirements

Meets program requirements for supervised visitation programs- roster and actual trainings listed, scholarship, including intake and screening process, physical space such as separate entrances, board of directors, provided required information on past performance.
P-visits have significantly increased over past year

- IV. Budget

29,000 for scholarships. 100% for scholarships.
Limited other funding sources, very little overhead
P- Removes barriers for families
Q- Are there ever any fees charged? No program fee in budget. Would this be used for visitation fees (or to support free program if no fees) costs or transportation scholarship or both? How many families would these funds be expected to support?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/7/2024

EVALUATOR NAME: Andrea Mancuso

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility [meets requirements]
- II. Organization Qualifications and Experience [meets requirements]
 1. Project Descriptions
 - Program Scholarship
 - Transportation Scholarship
 - Court Liaison
 2. Organizational Chart [meets requirements]
 3. Litigation [meets requirements]
 4. Certificate of Insurance [meets requirements]
- III. Program Requirements
 1. Services to be Provided
*Last year provided services to 47 adults, 29 children served, 594 visits
Really impressive program for the budget, in terms of service hours and people served with a one-family at a time service.*
- IV. Budget → Request is \$29k

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 08/06/2024

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

(edit as you see fit)

I. *Eligibility* Yes.

II. *Organization Qualifications and Experience*

1. *Project Descriptions*

- All provide services which are much needed and represent needs which otherwise would be unmet, especially in the service area. Assisting with the costs of transportation for either or both parents.
-

2. *Organizational Chart* provided and clear.

3. *Litigation* No litigation.

4. *Certificate of Insurance* Provided

5.

III. *Program Requirements*

1. *Services to be Provided* Detailed and clear.

IV. *Budget* Question re: contracts and professional fees of \$12k.

2024 At V RFA S

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: 8/7/2024

EVALUATOR NAME: Andrea Najarian

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility non-profit, DV training
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - complete + appropriate
 - 1 missing number due to transition mistake
 -
 2. Organizational Chart complete
 3. Litigation ✓ home
 4. Certificate of Insurance included
 - 5.
- III. Program Requirements
 1. Services to be Provided directly meet At V goals
- IV. Budget

asks
29,000
all for scholarship

148,445 Budget
 " " income includes grant
 decrease and of
 At V grant

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 01/08

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

I. Eligibility IRS 44x exempt 14r; 1993 14r. Nonprofit Corp; Maine Exempt Cert.

II. Organization Qualifications and Experience

1. Project Descriptions

- First Step - Foundations in Co-Parenting 4 hour webinar live 2x/mo
- Next Step - Putting Conflict Aside 12 hour 4-wk skill building
- ICOPPE - Intensive Co-parenting workshop 27 hours - 9 weeks High Conflict

2. Organizational Chart - provided Board, EB;

3. Litigation None

4. Certificate of Insurance attached 41 pages providing w/1 server

5.

III. Program Requirements

1. Services to be Provided

IV. Budget ^{attached}
46% used to offset costs of administering the New Award.
Job descriptions → Resumes of staff well qualified / skilled / educated

Not down anyone award due to inability to pay.
Extensive Training in DV

A. Reaches parents in all counties
Served 1201 in FY23 - highest level of attendance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 8/6/2024

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step
 - Next Step
 - ICOPE
 2. Organizational Chart - included
 3. Litigation – included (none to report)
 4. Certificate of Insurance – included
- III. Program Requirements
 1. Services to be Provided
 - Thorough description of program and materials
 - CVs provided for all trainers
 - Scholarships for parents offered.
- IV. Budget
 1. Provided KFC budget.
 2. Has always spent down AV award funds
 3. Asking for \$35,000, but 40% (\$14,000) is requested for administrative expenses. Application not completely thorough on why that much is need for admin.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 8/6/2024

EVALUATOR NAME: Gregory Garneau

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility *pass/fail. Non-profit/ME Revenue Supp Exemption certificate + IRS FORM*
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step - Foundations in Co-Parenting (co-parent education)
 - The Next Step: Putting Conflict Aside (co-parent education)
 - ICOPK (high conflict co-parenting services)
 2. Organizational Chart *yes (p. 17)*
 3. Litigation *none (p. 4)*
 4. Certificate of Insurance *yes (7/17/2024)*
 - 5.
- III. Program Requirements
 1. Services to be Provided *- First Step (co-parent education)*
- IV. Budget

35,000 (\$21,000 scholarship funding; remainder to offset costs of administering Adv award)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. *Eligibility* – included

II. *Organization Qualifications and Experience*

1. *Project Descriptions*

- *The First Step* – 4 hours introductory; 2x per month; online
- *The Next Step* – 12 hrs (4 week) skill building; online.
- *ICOPE* – 27 hrs (9 weeks); intensive co-parenting; court order required;

2. *Organizational Chart* - included

3. *Litigation* – none

4. *Certificate of Insurance* – included

III. *Program Requirements*

1. *Services to be Provided*

- Description of program included
- Experienced trainers; gender diversity
- Scholarships offered based on need; screened each time; minimal barriers to accessing funds are imposed—no formal documentation of need is required.

IV. *Budget*

1. *Calendar year budget*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

- Has always spent down AV funds
- Diversified budget – \$466,934 total income (examples: \$124,700 from grants, \$189,210 from programs, \$49,000 donations)
- Total expenses \$466,934

2. Asking for \$35,000 –

- \$21,000 for scholarships
- \$14,000 for (40%) for administrative costs “to offset costs associated with administering A&V award”

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 8/6/24

EVALUATOR NAME: Tamar Mathieu

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility- pass
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step- 4 hour webinar
 - Next Step- 12 hour skill building, facilitated online
 - ICOPE- 27 hour, intensive coparenting
 2. Organizational Chart- pass
 3. Litigation-pass
 4. Certificate of Insurance- pass
 5. Included thorough information on each of the organizational requirements related to II A- meets all requirements
- III. Program Requirements

More explanation of First Step, job descriptions and resumes included, board, process for training, explanation of scholarship assistance and process- no one turned away fee of \$125, partial to full scholarships offered, screening for violence as part of registration, requirements during webinars to enhance safety P-helpful to see presentation slides and content for webinar P- FY25 expect to offer some in person to meet needs Information on past performance- First Step total attendance has grown
- IV. Budget

35,000 request. \$21,000 for scholarship
Administrative costs to support time processing requests for scholarships
Detailed budget P- significant fundraising and other grants Q- expected number to receive scholarships with these funds

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 8/7/2024

EVALUATOR NAME: Andrea Mancuso

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *Eligibility [meets requirements]*
- II. *Organization Qualifications and Experience [generally meets requirement]*
 1. *Project Descriptions*
 - *First Step – online, synchronous program w/ intent to explore in person*
1201 parents, 24 sessions, \$29,000
 2. *Organizational Chart [meets requirements]*
 3. *Litigation [meets requirements]*
 4. *Certificate of Insurance [meets requirements]*
- III. *Program Requirements*
 1. *Services to be Provided*

DV Training details, insufficient information to evaluate alignment with statewide standards that are linked for non-clinical faculty.
Community Resources, (NCADV)
- IV. *Budget → Requested \$35,000 (40% admn)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – First Step

DATE: 08/06/2024

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

(edit as you see fit)

- I. *Eligibility* Yes
- II. *Organization Qualifications and Experience*
 1. *Project Descriptions*
 - Clearly explained, materials provided.
 -
 -
 2. *Organizational Chart* Provided.
 3. *Litigation* No litigation.
 4. *Certificate of Insurance* Provided.
 - 5.
- III. *Program Requirements*
 1. *Services to be Provided* Detailed information provided.
- IV. *Budget* Concerns about amount allocated to administer grant of \$14k.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First - First Step

DATE: 8/8/2024

EVALUATOR NAME: Andrea Najarian

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility *non profit ; ~~org~~ confirmation of reg DU training & yes*
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - *complete*
 -
 -
 2. Organizational Chart *yes*
 3. Litigation *✓*
 4. Certificate of Insurance *✓*
 - 5.

- III. Program Requirements
 1. Services to be Provided *described*

- IV. Budget *reaches a lot of people per \$*

<i>ASKILLS \$35,000 (21,000 scholarship)</i>	<i>income</i>	<i>456,913</i>	<i>466,934</i>
	<i>expenses</i>	<i>456,913</i>	<i>466,934</i>
			<i>\$7,855 Bond + cc fees</i>

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 6/18

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility documentation of exempt status, Non Profit
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step
 - Next Step
 - ICOP
 2. Organizational Chart Provided
 3. Litigation None
 4. Certificate of Insurance provided
 5. Job descriptions followed by resumes → signif. training/exp/skills
- III. Program Requirements
 1. Services to be Provided
 - 12 hour 4 wk class (m 6-9pm) following First Step-Buildson.
 - Co parenting skill bldg; managing conflict; improving communication
- IV. Budget attached
 - 12,000 → 7200 for Scholarship; rest for admin costs
 - Not run online away due to inability to pay.
 - Victims/survivors not enrolled w/ perpetrators of abuse for safety.
 - Redirect victims from Next Step to Kids First for women or dv agencies/LE
 - Served 39 in FY'23 - First yr w/ REV funding

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 08/06/2024

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. *Eligibility*
- II. *Organization Qualifications and Experience*
 1. *Project Descriptions*
 - *First Step*
 - *Next Step*
 - *ICOPE*
 2. *Organizational Chart - included*
 3. *Litigation – included (none to report)*
 4. *Certificate of Insurance – included*
- III. *Program Requirements*
 1. *Services to be Provided*
 - *Thorough description of program and materials*
 - *CVs provided for all trainers*
 - *Scholarships for parents offered.*
- IV. *Budget*
 1. *Provided KFC budget.*
 2. *Has always spent down AV award funds*
 3. *Asking for \$12,000 but 40% (\$4,400) is requested for administrative expenses. Application not completely thorough on why that much is need for admin.*

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 8/6/2024

EVALUATOR NAME: Gregory Garneau

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility *pass/fail. Non-profit/ME Revenue Svc. Exemption Certificate + IRS + other*
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step - Foundations in Co-Parenting (co-parent education)
 - The Next Step: Putting Conflict Aside (co-parent education)
 - ICOPE (high conflict co-parenting services)
 2. Organizational Chart *yes (p. 17)*
 3. Litigation *None (p. 4)*
 4. Certificate of Insurance *yes (7/17/2024)*
 - 5.
- III. Program Requirements
 1. Services to be Provided *Next Step (co-parenting education)*
- IV. Budget

\$12,000 (\$7,200 for scholarship. Remainder to offset costs associated with and monitoring the A&V award.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. *Eligibility – included*

II. *Organization Qualifications and Experience*

1. *Project Descriptions*

- *The First Step – 4 hours introductory; 2x per month; online*
- *The Next Step – 12 hrs (4 week) skill building; online.*
- *ICOPE – 27 hrs (9 weeks); intensive co-parenting; court order required;*

2. *Organizational Chart - included*

3. *Litigation – none*

4. *Certificate of Insurance – included*

III. *Program Requirements*

1. *Services to be Provided*

- *12 hours (4 weeks)*
- *Online*
- *Parents to same child discouraged from attending same class together*
- *Taught by attorney and health professional*

IV. *Budget*

1. *Diversified budget*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

2. Always spend down AV grant previously.
3. \$12,000 total AV requested
 - \$4,400 for scholarships
 - \$7,200 for administrative costs “to offset costs associated with administering A&V award”

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 8/6/24

EVALUATOR NAME: Tamar Mathieu

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

- I. Eligibility- pass
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step- 4 hour webinar
 - Next Step- 12 hour skill building, facilitated online
 - ICOPE- 27 hour, intensive coparenting
 2. Organizational Chart- pass
 3. Litigation-pass
 4. Certificate of Insurance- pass
 5. Included thorough information on each of the organizational requirements related to II A- meets all requirements
- III. Program Requirements

More explanation of Next Step-4 three-hour sessions, job descriptions and resumes included, board, process for training, explanation of scholarship assistance and process- no one turned away fee of \$350, partial to full scholarships offered, screening for violence as part of registration, P- helpful to see session agendas
P- FY25 expect to offer some in person to meet needs
Information on past performance- Next Step awarded first time in FY23, 39 participants
- IV. Budget

12,000 request. \$7,200 for scholarship
Administrative costs to support time administering award, registration process, screening, tech
Detailed budget P- significant fundraising and other grants Q- expected number to receive scholarships with these fund, Q-Projecting 90 participants, what is basis for expected growth? impacts projection for fees

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 8/7/2024

EVALUATOR NAME: Andrea Mancuso

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

Generally meets application requirements

- I. Eligibility*
- II. Organization Qualifications and Experience*
 - 1. Project Descriptions*

*Next Step – Coparenting program
Last year provided services to 39 families, 9 sessions, \$9k*

- 2. Organizational Chart*
- 3. Litigation*
- 4. Certificate of Insurance*

- III. Program Requirements*
 - 1. Services to be Provided*

*DV Training details, insufficient information to evaluate alignment with statewide standards that are linked for non-clinical faculty.
Community Resources, (NCADV)*

- IV. Budget → Requested \$12,000 (40% admin)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – Next Step

DATE: 08/06/2024

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

(edit as you see fit)

- I. *Eligibility* Yes.
- II. *Organization Qualifications and Experience*
 1. *Project Descriptions*
 - Provided and detailed.
 -
 -
 2. *Organizational Chart* Provided.
 3. *Litigation* No litigation.
 4. *Certificate of Insurance* Provided.
 - 5.
- III. *Program Requirements*
 1. *Services to be Provided* Provided and detailed with provision of materials.
- IV. *Budget*

Persistant concerns about the amount allocated to the administration of the grant.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First - Next Step

DATE: 8/8/2024

EVALUATOR NAME: Andrea Najarian

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility *nonprofit DV training*
- II. Organization Qualifications and Experience
 1. Project Descriptions *complete*
 -
 -
 -
 2. Organizational Chart ✓
 3. Litigation ✓
 4. Certificate of Insurance ✓
 - 5.

- III. Program Requirements
 1. Services to be Provided *described*

- IV. Budget

asked 12,000/7200

*479,003 asking
for more than
needs? 456,917 asking*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

95,000
29,000
66,000

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 4/8

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch

H2H 100 29000
ICOPE 85 29750
NS 75 9000
ISTS 78 27300
35,000
12,000 NS
35,000 ISTS

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Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility IRS + main NonProfit documentation provided
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step - Foundations in Coparenting
 - Next Step - Putting Conflict Aside
 - Intensive Co-Parenting Edu Program (ICOPE)
 2. Organizational Chart provided
 3. Litigation None
 4. Certificate of Insurance attached \$100,000 / 500,000
 5. job descriptions + resumes provided - all highly qualified, skilled, educated
- III. Program Requirements
 1. Services to be Provided ICOPE - 27 hrs (9 wk) intensive co-parenting workshop - must be court ordered. - Stoner P&R
- IV. Budget Attached.

Request \$35,000, \$21,000 scholarships, remainder admin costs.
Not turn anyone away w/ inability to pay
victims/survivors not enrolled w/ perpetrators of abuse
offered 6x annually T&W 6-9 pm All counties.
Coparents attend together, no survivor w/ perpetrator tho.

I 8/13/24 p'ship w/ Dr. Duhlman of the Parenting Relationship RIS Lab to eval for effectiveness.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 08/06/2024

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step
 - Next Step
 - ICOPE
 2. Organizational Chart - included
 3. Litigation – included (none to report)
 4. Certificate of Insurance – included
- III. Program Requirements
 1. Services to be Provided
 - Thorough description of program and materials
 - CVs provided for all trainers
 - Scholarships for parents offered.
- IV. Budget
 1. Provided KFC budget.
 2. Has always spent down AV award funds
 3. Asking for \$35,000, but 40% (\$14,000) is requested for administrative expenses. Application not completely thorough on why that much is need for admin but does allocate \$3500 toward research study with UMO.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 8/6/2024

EVALUATOR NAME: Gregory Garneau

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility pass / fail. Non-profit. ME Revenue Services Exemption
- II. Organization Qualifications and Experience Certificate + IRS + Other
 1. Project Descriptions
 - First Step - Foundations in Co-Parenting (co-parent education)
 - The Next Step - Putting Conflict Aside (co-parent education)
 - ICOPE High-conflict co-parenting services
 2. Organizational Chart yes (p. 17)
 3. Litigation none (p. 4)
 4. Certificate of Insurance yes (7/17/2024)
 - 5.
- III. Program Requirements
 1. Services to be Provided ICOPE (high conflict co-parenting services)
- IV. Budget

\$12,000 (\$7,200 for scholarship. Remainder to offset costs associated with administering the Arv award.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

I. *Eligibility - included*

II. *Organization Qualifications and Experience*

1. *Project Descriptions*

- *The First Step – 4 hours introductory; 2x per month; online*
- *The Next Step – 12 hrs (4 week) skill building; online.*
- *ICOPE – 27 hrs (9 weeks); intensive co-parenting; court order required;*

2. *Organizational Chart - included*

3. *Litigation – none*

4. *Certificate of Insurance – included*

III. *Program Requirements*

1. *Services to be Provided*

- *27 hours program; 9 weeks*
- *Requires court order; for parents who consistently struggle to co-parent. Not for families with dv or substance abuse.*
- *Two-person team (male and female)*
- *All sessions online*

IV. *Budget*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: August 8, 2024

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch

1. Calendar year budget
 - Diversified budget – \$466,934 total income (examples: \$124,700 from grants, \$189,210 from programs, \$49,000 donations)
 - Total expenses \$466,934
2. Asking for \$35,000 in AV
 - \$21,000 for scholarships
 - \$14,000 for (40%) for administrative costs “to offset costs associated with administering AV award” and some also “to support research on the program.”

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 8/6/24

EVALUATOR NAME: Tamar Mathieu

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Page one

Individual Evaluator Comments:

- I. Eligibility- pass
- II. Organization Qualifications and Experience
 1. Project Descriptions
 - First Step- 4 hour webinar
 - Next Step- 12 hour skill building, facilitated online
 - ICOPE- 27 hour, intensive coparenting
 2. Organizational Chart- pass
 3. Litigation-pass
 4. Certificate of Insurance- pass
 5. Included thorough information on each of the organizational requirements related to II A- meets all requirements
- III. Program Requirements

More explanation of ICOPE-30 hours, must be court ordered and must participate with co-parent so high conflict only- not dv, job descriptions and resumes included, board, process for training, explanation of scholarship assistance and process- no one turned away fee of \$810 max fee, sliding fee scale at different levels all the way down to \$290, partial to full scholarships offered, screening for violence as part of registration-more intense for this program,

P- helpful narrative description of program in application

P- ICOPE evaluation and research study

P- FY25 expect to offer some in person to meet needs

Information on past performance- ICOPE attendance dropped since FY21 at 88 to 42 in FY22 and FY23 Q- how will this be addressed with courts?
- IV. Budget

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 8/6/24

EVALUATOR NAME: Tamar Mathieu

EVALUATOR DEPARTMENT: Maine Judicial Branch

35,000 request. \$21,000 for scholarship

Page Two

Administrative costs to support time administering award, registration process, screening- tech

Detailed budget P- significant fundraising and other grants Q- expected number to receive scholarships with these fund, Q-Projecting 75 participants but reliant on court referrals, what is basis for expected growth? Impacts projection for fees and anticipated outcomes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 8/7/2024

EVALUATOR NAME: Andrea Mancuso

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

- I. Eligibility
- II. Organization Qualifications and Experience [generally meets requirements]
 - 1. Project Descriptions

*Intensive Coparenting Program
Last year provided services to 42, 4 sessions, \$24,000*

- 2. Organizational Chart
- 3. Litigation
- 4. Certificate of Insurance

- III. Program Requirements
 - 1. Services to be Provided

*DV Training details, insufficient information to evaluate alignment with statewide standards that are linked for non-clinical faculty.
Community Resources, (NCADV)*

- IV. Budget → requested 35,0000 (40% admin)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First – ICOPE

DATE: 08/06/2024

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

Individual Evaluator Comments:

(edit as you see fit)

- I. *Eligibility* Provided.
- II. *Organization Qualifications and Experience*
 1. *Project Descriptions*
 - All three programs provided are high-quality and widely used resources to help litigants through the family court process and/or separation.
 -
 2. *Organizational Chart* Provided.
 3. *Litigation* No litigation.
 4. *Certificate of Insurance* Provided.
 - 5.
- III. *Program Requirements*
 1. *Services to be Provided* Provided detailed information for all services.
- IV. *Budget* Project 1 requesting \$35k with \$14k to be used to offset costs associated with administering the award. I also feel like the cost of ICOPE for those earning less than \$39,999.00 is too high. Said the provide full waivers on a case by case basis - would like numbers for that. They should add brackets for earners in higher brackets (probably fewer clients are above \$100k, but still there is a big difference in income earning, \$75k, \$100k, \$125k, \$150k, \$200k, etc.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFA #: 202406111

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First - JCOPE

DATE: 8/8/2024

EVALUATOR NAME: Andrea Najarian

EVALUATOR DEPARTMENT: Maine Judicial Branch

Instructions: The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.

Individual Evaluator Comments:

(edit as you see fit)

- I. Eligibility NP, DV training
- II. Organization Qualifications and Experience
 1. Project Descriptions 6-10/yr 42 attendees in 2023
 - ~~attendance continues to grow~~ 1201 in 2023
 - self-evaluation
 - ~~chairs~~
 2. Organizational Chart ✓
 3. Litigation ✓
 4. Certificate of Insurance ✓
 - 5.
- III. Program Requirements
 1. Services to be Provided described
- IV. Budget 35,000/21,000 scholars

P



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111

**RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart**

I, (print name at right)

Lisa Chase accept the offer
to become a member of the Request for Applications (RFA) Evaluation Team for the State of
Maine Department of Maine Judicial Branch 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 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
Applications presented during the review process until such time as the Department
formally releases the award decision notices for public distribution.**

Lisa Chase

Signature

8.5.24

Date



**STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch**

Janet T. Mills
Governor

**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111**

**RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart**

I, (print name at right)

Joanna Davis

accept the offer

to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch 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 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.

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Joanna Davis
Signature

8/5/24
Date



STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch

Janet T. Mills
Governor

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111

**RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart**

I, (print name at right) GREGORY J GARNEAU

_____ accept the offer
to become a member of the Request for Applications (RFA) Evaluation Team for the State of
Maine Department of Maine Judicial Branch 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.

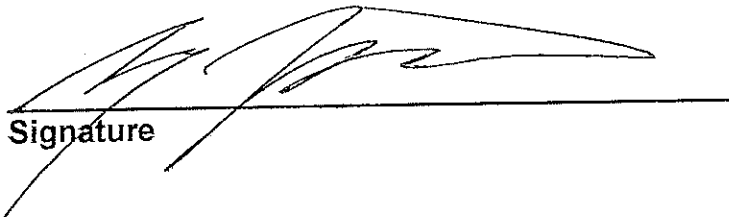
Neither I nor any member of my immediate family have a personal or financial interest, direct or
indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not
limited to: current or former ownership in the bidder's company; current or former Board
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relationship 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 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
Applications presented during the review process until such time as the Department
formally releases the award decision notices for public distribution.

GREGORY J GARNEAU


Signature

August 5, 2024

Date



STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch

Janet T. Mills
Governor

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111

RFA TITLE: Development of Programs and Services for Families Divorcing, Separating, or Living Apart

I, (print name at right)

Caroline Jova accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch 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 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 Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signature

A handwritten signature in black ink, appearing to read "Caroline Jova", written over a horizontal line.

Date

8/7/2024



**STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch**

**Janet T. Mills
Governor**

AGREEMENT AND DISCLOSURE STATEMENT

RFA #: 202406111

**RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart**

I, (print name at right)

Tamar Mathieu accept the offer
to become a member of the Request for Applications (RFA) Evaluation Team for the State of
Maine Department of Maine Judicial Branch 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 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
Applications presented during the review process until such time as the Department
formally releases the award decision notices for public distribution.**

Tamar Mathieu
Signature

8/2/24
Date



STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch

Janet T. Mills
Governor

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111

RFA TITLE: Development of Programs and Services for Families Divorcing, Separating, or Living Apart

I, (print name at right) Andrea Mancuso
accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch 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 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 Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

A handwritten signature in black ink, appearing to read "A. Mancuso".

Signature

08/05/2024

Date



**STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch**

Janet T. Mills
Governor

**AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111**

**RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart**

I, (print name at right)
Jacqueline R. Moss accept the offer
to become a member of the Request for Applications (RFA) Evaluation Team for the State of
Maine Department of Maine Judicial Branch 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 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
Applications presented during the review process until such time as the Department
formally releases the award decision notices for public distribution.**



Signature

08/02/2024
Date



STATE OF MAINE
DEPARTMENT OF Maine Judicial Branch

Janet T. Mills
Governor

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202406111

RFA TITLE: Development of Programs and Services for Families Divorcing, Separating,
or Living Apart

I, (print name at right)

Andrea C. Najarian accept the offer
to become a member of the Request for Applications (RFA) Evaluation Team for the State of
Maine Department of Maine Judicial Branch 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
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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 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
Applications presented during the review process until such time as the Department
formally releases the award decision notices for public distribution.

Andrea C. Najarian
Signature

8.5.2024
Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

RFA Evaluator Acknowledgement Form**DEPARTMENT/AGENCY:** Maine Judicial Branch

By assuming the responsibilities of an RFA evaluator, you acknowledge that there are several standards and expectations that must be followed in the review process. Please complete the steps below to confirm your understanding of these requirements.

1. Visit the Training & Guidance page at <https://stateofmaine.sharepoint.com/sites/DAFS-Procurement-Services-Intranet/SitePages/Training-Documents.aspx> and watch the RFP/RFA evaluator training videos, which are also listed in the table below.
2. After reviewing the videos, check the boxes next to each link below and complete the signature section that follows.

NOTE: Procurement Services will not return the final approved RFA to your agency until we receive a completed acknowledgement form from all RFA evaluators.

Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5I5AE	<input checked="" type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input checked="" type="checkbox"/>

I, (print name) Lisa Chase have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

Lisa Chase
Signature

8-5-24
Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

RFA Coordinator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

By assuming the responsibilities of RFA coordinator, you acknowledge that there are several standards and expectations that must be followed by you and by the RFP evaluators. Please complete the steps below to confirm your understanding of these requirements.

1. Visit the Training & Guidance page at <https://stateofmaine.sharepoint.com/sites/DAFS-Procurement-Services-Intranet/SitePages/Training-Documents.aspx> and watch the training videos, which are also listed in the table below.
2. After reviewing the videos, check the boxes next to each link below and complete the signature section that follows.

NOTE: Procurement Services will not return the initially reviewed RFP to your agency until we receive this completed acknowledgement form. RFP evaluators will also be required to complete a separate form to acknowledge their understanding of the evaluation process.

Training Video/Link	<input checked="" type="checkbox"/>
Role of the RFA Coordinator (6:55 mins): https://youtu.be/9sTVFJy2rXQ	<input type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5I5AE	<input type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input type="checkbox"/>

I, (print name) Joanna Davis have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA coordinator and the RFP evaluation process. If I have any questions about these requirements, I will contact a member of the Procurement Services RFA team.

Signature

Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5l5AE	<input type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input type="checkbox"/>

I, (print name) GREGORY J GARNEAU have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

GREGORY J GARNEAU

August 5, 2024

Signature

Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5l5AE	<input checked="" type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input checked="" type="checkbox"/>

I, (print name) Caroline Jova have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

Signature

Date

8/7/2024.



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

By assuming the responsibilities of an RFA evaluator, you acknowledge that there are several standards and expectations that must be followed in the review process. Please complete the steps below to confirm your understanding of these requirements.

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5l5AE	<input checked="" type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input checked="" type="checkbox"/>

I, (print name) Tamar Mathieu have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

Signature

Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5I5AE	<input type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input type="checkbox"/>

I, (print name) Andrea Mancuso have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

08/05/2024

Signature

Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

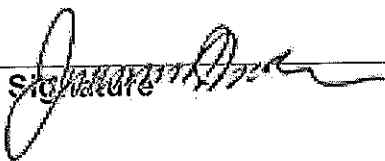
By assuming the responsibilities of an RFA evaluator, you acknowledge that there are several standards and expectations that must be followed in the review process. Please complete the steps below to confirm your understanding of these requirements.

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5I5AE	<input checked="" type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input checked="" type="checkbox"/>

I, **(print name)** Jacqueline R. Moss have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.


 Signature

08/08/2024

Date



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

RFA Evaluator Acknowledgement Form

DEPARTMENT/AGENCY: Maine Judicial Branch

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Training Video/Link	<input checked="" type="checkbox"/>
Evaluation Phase 1: Individual Notes (6:17 mins) https://youtu.be/gae1JW5I5AE	<input checked="" type="checkbox"/>
Evaluation Phase 2: Team Consensus (4:47 mins): https://youtu.be/aBPWlkrZF1w	<input checked="" type="checkbox"/>

I, (print name) Andrea C. Najarian have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFA evaluator. If I have any questions about these requirements, I will contact the RFA coordinator or a member of the Procurement Services RFP/RFA team.

Andrea C. Najarian
 Signature

8.5.2024
 Date