



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

May 10, 2024

Matthew Nelson, Superintendent
Sanford School Department
917 Main St., Suite 200
Sanford, ME 04073

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202403064
Pre-K Partnership Pilot Grant

Dear Superintendent Nelson,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202403064. The Department has evaluated the proposal received from the Sanford School Department using the evaluation criteria identified in the RFA and is hereby announcing it has conditionally approved a contract award.

The Department will soon be contacting the Sanford School Department 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 applicant. The applicant shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

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

Sincerely,

DocuSigned by:
Lee Anne Larsen

B8CA99943DB64AD...
Lee Anne Larsen

Director of Early Learning
Maine Department of Education
leeann.larsen@maine.gov
207-624-6628

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202403064
RFA TITLE: Pre-K Expansion Grant Pilot
BIDDER: Sanford School Department
DATE: May 6, 2024

SUMMARY PAGE

Department Name: Education
Name of RFP Coordinator: Lee Anne Larsen
Names of Evaluators: Nicole Madore, Ana Hicks, Stacie McCoy, Tara Williams, Jacquelyn Hersom
Names of Subject Matter Experts: Michelle Belanger

The Sanford School Department submitted a proposal requesting \$176,000 to establish a public Pre-K partnership classroom. The Sanford School Department's application was the only application received for RFA # 202403064. The scoring team met and reviewed the application against the established criteria. The scoring team determined that the application meets the established criteria for a fundable proposal.

The scoring team did recommend the following items be addressed during contract negotiations:

- Confirm process for recruiting and enrolling students across public pre-k sites.
- Confirm decision about pre-k curriculum selection.
- Address the following budget items:
 - How will meals be funded?
 - How was the budget amount listed for classroom equipment determined? Is this sufficient?
 - How was the budget amount listed for safety restraints determined?



STATE OF MAINE
DEPARTMENT OF EDUCATION

Janet T. Mills
Governor

A. Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA: #202403064
RFA TITLE: PRE-K EXPANSION GRANT PILOT

Ana Hicks

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

DocuSigned by:
Ana Hicks
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5/1/2024

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
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Jacquelyn Hersom

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

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DocuSigned by:

Jacquelyn Hersom

5/6/2024

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Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFA: #202403064
RFA TITLE: PRE-K EXPANSION GRANT PILOT

I, Lee Anne Larsen accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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).

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DocuSigned by:
Lee Anne Larsen
B8CA99943DB64AD...

5/6/2024

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
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RFA TITLE: PRE-K EXPANSION GRANT PILOT

I, Michelle Belanger accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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.

DocuSigned by:

Michelle Belanger

5/6/2024

Signature

Date



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Governor

A. Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA: #202403064
RFA TITLE: PRE-K EXPANSION GRANT PILOT

I, Nicole Madore accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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.

DocuSigned by:
Nicole Madore
1E2DA0E2E8C44BB...

5/5/2024

Signature

Date



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Governor

A. Pender Makin
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AGREEMENT AND DISCLOSURE STATEMENT
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RFA TITLE: PRE-K EXPANSION GRANT PILOT

Stacie McCoy

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

DocuSigned by:

Stacie McCoy

4/26/2024

5945C335A00E4BC...

Signature

Date



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Governor

A. Pender Makin
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AGREEMENT AND DISCLOSURE STATEMENT
RFA: #202403064
RFA TITLE: PRE-K EXPANSION GRANT PILOT

I, Tara Williams accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education. 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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Tara Williams 5/5/24
Signature Date