

State of Maine
Master Score Sheet

RFP# 202404087					
2024 Maine Out-of-School Time (MOST) Career Exploration					
Bidder Name:		Boys & Girls Club of Bangor	Boys & Girls Club of Kennebec Valley	Boys & Girls Club of Southern Maine	Intercultural Community Center
Proposed Cost:		\$13,332.00	\$24,696.90	\$10,785.46	\$50,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Program Description, Demographic Prioritization, Marketing and Outreach	60	50	55	56	52
Section III: Program Evaluation	15	11	14	15	12
Section IV: Cost Proposal	25	19	21	23	17
TOTAL	<u>100</u>	<u>80</u>	<u>90</u>	<u>94</u>	<u>81</u>
Bidder Name:		Medical Care Development, Inc.	North Haven Community School	Oxford Hills Community Gardens	Tree Street Youth
Proposed Cost:		\$18,430.00	\$7,350.00	\$14,980.00	\$21,500.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Program Description, Demographic Prioritization, Marketing and Outreach	60	58	58	55	58
Section III: Program Evaluation	15	14	13	13	12
Section IV: Cost Proposal	25	24	22	22	20
TOTAL	<u>100</u>	<u>96</u>	<u>93</u>	<u>90</u>	<u>90</u>



**STATE OF MAINE
DEPARTMENT OF EDUCATION**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

June 13, 2024

Julia Sleeper-Whiting
Tree Street Youth
144 Howe St.
Lewiston, ME 04240

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Julia Sleeper-Whiting,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Education for 202404087. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following applicants(s):

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<https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>.

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- the total award dollar amount
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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,

DocuSigned by:
Tamara Ranger
2A472455287F414...

Tamara Ranger, Director
Workforce Development and Innovative Pathways
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

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).



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June 13, 2024

Rocky Crockett
Oxford Hills Community Gardens
26 Whitman St.
Norway, ME 04268

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
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Dear Rocky Crockett,

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June 13, 2024

Shaun Johnson
North Haven Community School
93 Pulpit Harbor Road
North Haven, ME 04853

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Shaun Johnson,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Education for 202404087. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following applicants(s):

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June 13, 2024

Kate Perkins
Medical Care Development, Inc.
105 Second St. Suite 2A
Hallowell, ME 04347

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Kate Perkins,

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June 13, 2024

Beatrice Mucyo
Intercultural Community Center
36 Patrick Dr.
Westbrook, ME 04092

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Beatrice Mucyo,

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June 13, 2024

Holly Jordan
Boys & Girls Club of Kennebec Valley
14 Pray Street
Gardiner, ME 04345

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
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Dear Holly Jordan,

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June 13, 2024

Catherine Myatt
Boys & Girls Club of Bangor
161 Davis Rd.
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Catherine Myatt,

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June 13, 2024

Jennifer Burns
Boys & Girls Club of Southern Maine
277 Cumberland Avenue
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award(s) under RFA # 202404087
2024 Maine Out-of-School Time (MOST) Career Exploration

Dear Jennifer Burns,

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Bangor

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	50
Section III. Program Evaluation	15	11
Section IV. Program Budget and Budget Narrative	25	19
<u>Total Points</u>	<u>100</u>	<u>80</u>

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Bangor

DATE: May 22, 2024

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	50

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: VR Career Exploration
- Adding 30 slots to an existing program
- 6 hours a day for seven weeks
- Budget request: \$13,320.00

Program Requirements

6 hours a day for seven weeks

Demographic Prioritization

- Focus on students who are economically disadvantaged – Bangor Housing
- Focus on correct age group

Marketing and Outreach Plan

- Marketing plan is solid
- Demonstrated partnerships

Program Description

- Empowering for students
 - Virtual reality – you are immersed in the world, excellent for varied simulated exploration!
 - How much time dedicated to field trips, experiential learning?
-

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Bangor

DATE: May 22, 2024

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	11

Evaluation Team Comments:

- First outcome – density? Not sure what this means - is this one experience with the VR headset?
- 100% of students will experience this once – will this be interesting enough to reach an 80% return rate?
- Program has three headsets – this will serve three students at a time.

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	19

Evaluation Team Comments:

- Budget request: \$13,320.00
- Will headsets need to be pro-rated?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Kennebec Valley

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	55
Section III. Program Evaluation	15	14
Section IV. Program Budget and Budget Narrative	25	21
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Kennebec Valley

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II:

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	55

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: Summer Career Exploration at the Boys & Girls Club of Kennebec Valley
- New program
- Serving 25 students
- Budget request: \$24,696.90

Program Requirements

- 3 days/week, 6 hours day

Demographic Prioritization

- Compelling statistics
- Serving students who are economically disadvantaged

Marketing and Outreach Plan

- Leverage existing partnerships

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Kennebec Valley

DATE: May 22, 2024

Program Description

- Interdisciplinary weekly themes is positive
- Mentor matching – great idea
- Mentors trained in youth worker safety, first aid, mandated reporting, etc.
- Specific examples, mock interviews, goal-setting, career planning
- Field trips
- It is clear what program intends to do

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	14

Evaluation Team Comments:

- Clear and well written
- Will students served truly be part of targeted population for this grant – noticing the wording “may be” instead of “will be”
- Impact “summer slide”

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	21

Evaluation Team Comments:

- Budget request: \$24,696.90
- Adult staff only 10 hours/week? Braiding funding to support additional time?
- \$600 per computer?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Southern Maine

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	56
Section III. Program Evaluation	15	15
Section IV. Program Budget and Budget Narrative	25	23
<u>Total Points</u>	<u>100</u>	<u>94</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Southern Maine

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	56

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: Bridge to Success (new)
- Serving 30 – 35 students
- Budget request: \$10,785.46

Program Requirements

- 120 hours, 6 weeks

Demographic Prioritization

- Diverse demographics

Marketing and Outreach Plan

History of recruitment success with targeted demographic for this grant

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Boys and Girls Club of Southern Maine

DATE: May 22, 2024

Program Description

- Diverse and relevant offerings
- Deep community partnerships will support learning experiences
- Specific activities – utilizing many local partners
- Consistency and student count – can a student attend once and be counted for full participation?
- Aligned with Whole Student Approach

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	15

Evaluation Team Comments:

Well-written and relevant

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	23

Evaluation Team Comments:

- Budget request: \$10,785.46
- Would have liked to more detail (breakdown) in personnel category
- Overall costs are reasonable and aligned with goals of grant

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Intercultural Community Center

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Application: <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	52
Section III. Program Evaluation	15	12
Section IV. Program Budget and Budget Narrative	25	17
<u>Total Points</u>	<u>100</u>	<u>81</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Intercultural Community Center

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Application: Program Description Demographic Prioritization Marketing and Outreach	60	52

Evaluation Team Comments:

Program Title, Type, Duration, # of students to be served

- Title: Power Summer
- Add on to existing program
- 7 weeks
- 30 students
- Budget request: \$50,000

Program Requirements

- How many hours are dedicated to Career Exploration?

Demographic Prioritization

- Current programming serves students in grades 5 – 8, how will we know this opportunity will target students in grades 4- 6?
- Target population: New Mainer Youth aligned with grant

Marketing and Outreach Plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Intercultural Community Center

DATE: May 22, 2024

- School outreach, email, web site, mass texting, social media
- Translation and assistance with registration form for families needing language and interpretation assistance

Program Description

- Field trips
- Project-based learning
- Partnerships

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	12

Evaluation Team Comment

- Pre and post surveys is positive
- Goal 1, “30 New Mainer Youth students in grades 5 – 8 positively benefit from Powr Summer’s career exploration opportunities and activities.”
 - Students in grades 7 and 8 are not eligible for this grant programming. How will we know how many students in grades 4 – 6 will benefit from this opportunity?
- Positive that information from this programming will inform future programming- future-focused.

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	17

Evaluation Team Comments:

Requesting \$50,000

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Intercultural Community Center

DATE: May 22, 2024

- Need breakdown of personnel costs
- Instructional and noninstructional supply lines total \$9,000 for 30 students, which breaks down to \$300 per student for supplies. This is high without sufficient explanation of the supplies needed and cost of supplies.
- \$10,000 for guest speakers – more detail needed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Medical Care Development, Inc.

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Application: <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	58
Section III. Program Evaluation	15	14
Section IV. Program Budget and Budget Narrative	25	24
<u>Total Points</u>	<u>100</u>	<u>96</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Medical Care Development, Inc.

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Application: Program Description Demographic Prioritization Marketing and Outreach	60	58

Evaluation Team Comments:

Program Title, Type, Duration, # of students to be served

- Title: Career Exploration for Rising 4 -6 graders in AOS 90 and Surrounding Area (new)
- Serving 20 -30 students
- 8 weeks – total programming 16 days
- Budget request: \$18,430.00

Program Requirements

Demographic Prioritization

- Rural population

Marketing and Outreach Plan

- Recruiting students specifically for this program, individualized invitations

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Medical Care Development, Inc.

DATE: May 22, 2024

Program Description

- Excellent variety of experiences
- Expanding students' horizons
- Planned activities and experiences/trips – excellent!

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	14

Evaluation Team Comments:

- Feedback to inform future programming is positive
- Clear goals, number of field trips, guest speakers

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	24

Evaluation Team Comments:

- Budget request: \$18,430.00
- Transportation is the largest expense
- Partnerships
- Blending funding

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: North Haven Community School

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	58
Section III. Program Evaluation	15	13
Section IV. Program Budget and Budget Narrative	25	22
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: North Haven Community School

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	58

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: The Resilient Generation: Inducting a New Career and Climate Workforce (new)
- Two weeks
- Serving 14 students
- Budget request: \$7,350.00

Program Requirements

Demographic Prioritization

- Rural island students grades 4 - 6

Marketing and Outreach Plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: North Haven Community School

DATE: May 22, 2024

- Direct communication

Program Description

- Early career exploration program focused on climate change careers: town planning, water management, farming, aquaculture, engineering
- Clever use of local resources to meet need
- Many different relevant experiences
- Many community partnerships

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	13

Evaluation Team Comments:

- Goals in alignment with proposed programming
- Broad goals – how will these goals be measured?

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	22

Evaluation Team Comments:

- Budget request of \$7,350.00 - a lot of value for small amount of funding!
- Will need alternative plan for lunches, this funding cannot be used for food

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Oxford Hills Community Gardens

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	55
Section III. Program Evaluation	15	13
Section IV. Program Budget and Budget Narrative	25	22
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Oxford Hills Community Gardens

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	55

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: Oxford Hills Community Gardens Career Exploration Program (add to existing program)
- Students served: 15
- Length: 8 weeks
- Budget Request: \$14,980.00

Program Requirements

- How much of this program will be solely dedicated to Career Exploration?

Demographic Prioritization

- Intentional enrollment – target population

Marketing and Outreach Plan

- History of marketing/outreach success

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Oxford Hills Community Gardens

DATE: May 22, 2024

Program Description

- Focused on local environment – work and products
- Effective plan, field trips, guest speakers
- Local partnerships
- Well planned program, well-sequenced, good scaffolding ending with in-depth reflection

Evaluation of Section III

	<u>Points Available</u>	<u>Points Awarded</u>
Program Evaluation	15	13

Evaluation Team Comments:

- Goals aligned with program, some goals hard to measure
- Goal 4 very clear – targeted to eight career paths

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Available</u>	<u>Points Awarded</u>
Budget and Budget Narrative	25	22

Evaluation Team Comments:

- Budget requested: \$14,980
- Very reasonable
- Would have liked greater detail in instructional supplies

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Tree Street Youth

DATE: May 22, 2024

SUMMARY PAGE

Department Name: Education: Workforce Development and Innovative Pathways

Name of RFP Coordinator: Tamara Ranger

Names of Evaluators: Lana Sawyer, Kristian Fore, Erin Frati, Melissa Cilley

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. <ul style="list-style-type: none">• Program Description• Demographic Prioritization• Marketing and Outreach	60	58
Section III. Program Evaluation	15	12
Section IV. Program Budget and Budget Narrative	25	20
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Tree Street Youth

DATE: May 22, 2024

OVERVIEW OF SECTION I

Preliminary Information

Section I. Preliminary Information (Eligibility)

Evaluation Team Comments:

EVALUATION OF SECTION II

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Program Description Demographic Prioritization Marketing and Outreach	60	58

Evaluation Team Comments:

Cover Page: Program Title, Type, Duration, # of students to be served

- Title: Willow Workforce! Tree Street Youth Summer Initiative
- Serving 50 students
- 6 weeks/30 hours/week
- Budget request: \$21,500

Program Requirements

Demographic Prioritization

- Tree Street Youth population demographics match target population of grant:
 - Students who are economically disadvantaged
 - Students of color
 - Students from immigrant or refugee families

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER: Tree Street Youth

DATE: May 22, 2024

Marketing and Outreach Plan

- Strong history of effective recruitment to targeted population for this grant
- Strong partnerships

Program Description

- Existing, successful model for older youth, this would expand to younger grades
- Student empowerment!
- Guest speakers
- Off-site expeditions
- Strong alignment to Maine DOE's "Whole Student Approach"
- Positives: choices and diversity

Evaluation of Section III

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Program Evaluation	15	12

Evaluation Team Comments:

Will all 50 participants of this program participate in the Career Exploration block?

EVALUATION OF SECTION IV

Cost Proposal

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Budget and Budget Narrative	25	20

Evaluation Team Comments:

- Budget request of \$\$21,500 – low cost, great value.
- Does rate in personnel line cover all personnel expenses? Braiding funding?
- Would have liked more detail in "Instructional Supplies"

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Existing program enhancement.

Starts 7/1 and ends 8/17/24 (7 weeks, 6 hours daily for FULL program, unclear how many hours dedicated to career exploration)

30 students – unclear whether youth will consistently attend.

\$13,332

Section II:

Program Requirements

Clearly indicated, all checked

Demographic Prioritization

Target population for general programs is BangorHousing families with children.

79% of youth served at BGCBangor LMI

Marketing and Outreach Plan

Leveraging existing partnership with Bangor Schools.

Use of flyers, social media and targeted mailing to BangorHousing families.

Program Description

“Create *new* VR programming” for career exploration. (?). Using an already existing platform (DOE, JA, JMG)?

Great empowerment lens for youth.

Integrated into current program that runs 6 hours per day for 7 weeks – how many hours are dedicated to career readiness? (Budget outlines 20/week for 7 weeks)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Program Goals and Evaluation

Goal 1 does not include how many times/density. Possible that a student would participate once and be counted under Goal 1.

Program Budget – cost breakdown and narrative

Personnel costs are reasonable.

Clever implementation of programming with VR headsets, but enough sets for 30 students doing consistent programming?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

New additional programming integrated into an existing programming with focus on career exploration for 30 students presents the opportunity for overlap and overshadow of aspects of coinciding activities. Program title of VR Career Exploration is sure to bring attention and interest from a younger population interested in the technology itself.

Section II:

Program Requirements

Meets program requirements.

Demographic Prioritization

The organization has reputable work with the targeted population families. There is little concern that the participants in this program will be of need and benefit greatly from exposure to career opportunities in their community and beyond.

Marketing and Outreach Plan

With extensive community and ties to the Bangor Housing Authority, there is tremendous infrastructure in place. With a solid recruitment plan detailed in the RFA, this seems to be focused and facilitated recruitment.

Program Description

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

There is some concern that these students will be attending the summer program regardless of the career aspect and there is little definition as to how the program within the program will function separately from existing programming not defined in the grant.

There is mention there will be guest speakers and field trips with very few details. This leads to the feeling that portion has not been thoroughly considered or planned. This encourages concern that the career programming will be completely virtual. If so, students will not have as enriching of an experience as one that includes interactions based in reality.

It is important to recognized that the VR experience will allow students to have unique and personalized career exploration opportunities, but this could leave to an isolating experience without common discussion that seems important to growth.

Program Goals and Evaluation

The breakdown of percentages of students utilizing the equipment is confusing. How are they gauging the number of students that will complete 10 pathways. How much time will these programs take? Is it part of their scheduled day or is it optional when a student wants to use the VR headset? Will they be used for gaming as well?

Program Budget – cost breakdown and narrative

While the overall costs of staffing seem reasonable, there is no explanation as to the need to 'lease' the headsets when purchasing them is much more reasonably priced. Is it the programming they are purchasing?

Transportation costs to and from programming seems unnecessary without definitive travel experiences and transportation already needed for participants to attend the existing programming apart from VR career exploration.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

VR Career Exploration

Existing Add in, 7 weeks, 30 students

Section II:

Program Requirements

Demographic Prioritization

Bangor Housing Families

Marketing and Outreach Plan

Adding 30 new slots

Program Description

VR and DOE Career Exploration dashboard only

No field trips, role models, or local connection

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

Program Budget – cost breakdown and narrative

VR rental cost for 52 weeks but program use is 7 weeks.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

The VR Career Exploration would serve 30 students for six weeks.

Section II:

Program Requirements

All program requirements are met.

Demographic Prioritization

Compelling statistics are included and demonstrate the demographic prioritization of children from low income families.

Marketing and Outreach Plan

The marketing and outreach plan is thoughtful and the Club is well positioned to recruit effectively as it works closely with the Housing Authority and the local school.

Program Description

Elements in addition to VR programming like mentoring and field trips are mentioned but not discussed. The program description does not include mention of what field trips and community immersion may be planned to incorporate with the use of the VR programming and how the VR will complement what careers exist in the local community.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Bangor

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

The goals are clear and well done.

Program Budget – cost breakdown and narrative

The budget and cost breakdown are reasonable. However, the lease of the VR sets describes a rate for a year and the program is running for six weeks.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

New.

Starts 6/24 and ends 8/16, (8 weeks – unclear on number of hours. It appears that program will run 6 hours/day, 3 days/week or up to 144 hours)

25 students

\$24,696.90

Section II:

Program Requirements

Clearly indicated, all checked

Demographic Prioritization

More of a focus on ACEs, academic gaps, and COVID impacts/MH (MIYHS).

Half of current registered members are LMI (40% of MSAD 11 students). {Look for how they will prioritize LMI in outreach/registration process.}

Marketing and Outreach Plan

Existing partnerships for 21st CCLC recruitment. (Those students are already in summer programming – how to register more/different students?)

Program Description

Like the weekly themes to create diverse learning experiences.

Matching with mentors (high school students).

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Field trips, specific skill development (mock interviews, job searches)

Question: Are these students different than the 21CCLC students? Or is this new program woven into that program?

Program Goals and Evaluation

Clear and measurable.

Recruited students “may be” prioritized demographic. What if all 25 are not?

Program Budget – cost breakdown and narrative

Personnel costs are reasonable – use of high school mentors is efficient and effective use of funds. (Why is adult teacher only budgeted for 10 hours/wk when the program runs 30 hours/wk? No adult supervision during other times? Or, again, is this part of larger 21CCLC?)
Transportation costs reasonable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Creating new programming separate from existing summer activities is promising. Length, number of students, and type of programming all seem promising.

Section II:

Program Requirements

Programming requirements are met.

Demographic Prioritization

With a history of working with the demographics meant to be served by this grant funding, there is high confidence the prioritization that this entity promotes will be in line with grant requirements.

Marketing and Outreach Plan

Strong community connections, working relationships with schools, and a detailed outreach schedule point to a high success likelihood for this program.

Program Description

It is commendable the program is attempting to partner younger students with older mentors as they both embark on the journey of career exploration. It is also commendable this organization concerns itself with performance in the classroom and on testing. While improving test scores is a notable goal and can serve as an evaluation for participation in summer programs in general, there is little definitive distinction for the career exploration aspect.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

Program Goals and Evaluation

Given the input for marketing and outreach, the goals of recruitment seem very attainable. Goals for improving test scores seem disconnected from direct career exploration programming. Survey participation will serve the program well in evaluating its effectiveness, but likely to not address how students connect to career areas.

Program Budget – cost breakdown and narrative

The budget seems reasonable for personnel and transportation. Detailing out the expenditures is helpful. It seems excessive to spend \$600 on computers for limited use and time.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Summer Career Exploration Program at KV

New but added in to expand programming 3 days a week

8 weeks/ 25 students

Section II:

Program Requirements

MOST 9-3, 3x wk/ 144 total hours

Demographic Prioritization

Marketing and Outreach Plan

School partnership, leverage club

Program Description

Theme based by week, includes field trips, guest speakers/role models, experiences

Program Goals and Evaluation

Targeting summer slide

Uses HS students as staff, no specifics on training

Program Budget – cost breakdown and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

The Summer Career Exploration program for the Boys and Girls Club of Kennebec Valley would be a new career exploration program that would serve 25 students for eight weeks.

Section II:

Program Requirements

The program requirements are met.

Demographic Prioritization

The demographics section offered compelling statistics that demonstrated the need of programming and engagement of local youth.

Marketing and Outreach Plan

The plan is intentional and well done.

Program Description

The description of the program is strong and diverse with engaging themed weeks, mentoring, field trips, mock interviews, speakers, and more. One aspect of the program that is unclear is whether the 25 students will be new students or current students.

Program Goals and Evaluation

Clearly articulated goals are stated with participant feedback incorporated.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Kennebec Valley

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

Program Budget – cost breakdown and narrative

The budget is reasonable and the breakdown is represented.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Integrated into existing program.

Starts July 8 and ends August 16 (4 hours x 5 days = 20 hours x 6 weeks = 120 hours)

30-35 students (consistent attendance? duplication?)

\$10,785.46

Section II:

Program Requirements

Clear, all checked

Demographic Prioritization

70% of all youth served are LMI

60% of identify as people of color, including immigrants and refugees

Marketing and Outreach Plan

Partnering with schools for registration in established program.

History of recruitment success.

Family registration nights for targeted recruitment.

Program Description

"Over 120 hours over 6 weeks." Expanding current Bridge to Success program to earlier grades as pilot.

Field work, guest presentations, individual work, and presentations to peers.

Use of local partners.

Program Goals and Evaluation

Goals are well-written and relevant.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Program Budget – cost breakdown and narrative

Costs are reasonable (what is breakdown for personnel costs?)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Respected organization adding component to meet the needs of the grant elicits confidence in the quality and expected execution of the goals. The number of students participating, and duration seems manageable and efficient for the requested funding amount.

Section II:

Program Requirements

Program Requirements are met

Demographic Prioritization

Demographics of expected participants are aligned with grant goals

Marketing and Outreach Plan

Strong organization with ties already with the targeted participant families leads one to believe this will be a successful outreach.

Program Description

Partnerships are already established and diverse. Giving participants the opportunity to share and discuss the experiences is excellent reinforcement of understanding and appreciation for other individuals and their opinions.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

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BIDDER NAME: Boys and Girls Club Southern Maine

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EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

It is appreciated that this program aligns its goals with the ME DOE Whole Student Approach. While learning targets are addressed in this section, the evaluation process seems unaddressed, although is addressed in the program description through reflection and discussion. This is further detailed in the budget section when describing the instructional materials and the emphasis on participants sharing their experience through reflective writing and artistic expression.

Program Budget – cost breakdown and narrative

The cost breakdown is extensive, thoughtful, and incredibly reasonable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Bridge to success

Existing add in, 6 weeks 30-35 students

Pilot development based on Camp Quest

Section II:

Program Requirements

Demographic Prioritization

Marketing and Outreach Plan

Overlays with current recruitment

Program Description

Weekly themes, experiences, trips, guests/ role models, project based

Program Goals and Evaluation

Program Budget – cost breakdown and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

DEPARTMENT: Maine Afterschool Network

Only budget for one paid entry field trip? Narrative suggested more.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Boys and Girls Club of Southern Maine, Camp Quest.

This program will deliver career exploration to 30-35 4th-6th graders.

120 hours of experiences over 6 weeks: field work, presentations, field trips.

They have diverse business offerings (employers they're visiting).

Section II:

Program Requirements

They meet all the requirements.

Demographic Prioritization

They noted that 70% of their students are low income, 60% BIPOC, many are multilingual with 6 languages represented, as well as youth in shelters and non-permanent housing.

It's a strength that they also have multilingual staff.

Marketing and Outreach Plan

Their marketing plan and outreach is strong; recruiting is already happening and they're marketing to schools, parents, partners and outreach to family members including a family registration night. They were clear that they would prioritize marketing to underserved students.

Program Description

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Boys and Girls Club Southern Maine

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

The program is aligned with whole student approach and is a clear expansion of the Bridge to Success Program/Camp Quest programming focused on career exploration.

Program Goals and Evaluation

The goals are well done though their steps on how would evaluate the program was not represented.

Program Budget – cost breakdown and narrative

The budget is reasonable, however, there was no breakdown of personnel costs.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Intercultural Community Center

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Integrated.

Start 6/24 - end 8/10= 7 weeks/33-35 program days (depending on observation of holiday)

30 students. No information on how many hours the students will be served each day.

\$50,000

Section II:

Program Requirements

Clear, all checked.

Demographic Prioritization

"Power School" students. Majority ELL, LMI, low-performing. Will include those "that register." Serving students 5-8 (no 4th grade) -- low-performing, at-risk, "majority" are ELL, LMI.

Marketing and Outreach Plan

Reasonable, but does not specify 5-6 grades. Addition of translation and assistance is critical and included. Great! Same with follow-up.

Program Description

Nice range. I see the connection between the community partnership with the farm and "hands on learning." Sounds like the Parks & Rec would not include field trips or "project based learning."

Two of the three partnerships are in progress. If they do not work out, farm experience still meets criteria.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Intercultural Community Center

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

{How will 120 hours be dedicated to career exploration when tutoring and other activities are focus of current program?}

Program Goals and Evaluation

2 of the 4 grades targeted are not within the grant requirements.

Attendance and survey use are good tools, but do not see specifically how they will ensure quality/impact. (e.g. what specific goal is attendance measuring? Pre-and post-surveys will demonstrate what specifically?)

Overall, good use of partners, demographic focus, and program concept. Just don't see specifics on how it will meet the program requirements.

Program Budget – cost breakdown and narrative

Personnel seems quite high. \$30,000 for at most 280 hours = \$107/hour. Even adding partial costs of other staff, it still seems very high for a 7-8-week program.

Unclear how the \$10,000 for guest speakers will be used. Are “guest speakers” being paid sort of as career mentors (which would be great!)? I see the budget narrative, but gaps in program description to tie in use of funds requested in the budget.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Intercultural Community Center

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

As part of an existing community organization, leads to the question of supplement vs. Supplant. Number of students and duration is good.

Section II:

Program Requirements

All program requirements are met.

Demographic Prioritization

Demographic Prioritization is exclusive to the immigrant population, but meet the need and demographics aligned with the spirit of the grant.

Marketing and Outreach Plan

With existing infrastructure and ties to community schools, marketing and outreach should be straight forward. The approach detailed in the RFA is solid.

Program Description

There is an element to the program description that reads existing activity with an added focus of career exploration, particularly to local parks and recreation. The need for future workers negates this concern as farming, restaurant, and recreational fields present excellent entry points for new citizens. Mentioning of partnering with the middle school enhances the impression the program will involve participants outside the parameters of the grant's requirements.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Intercultural Community Center

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

Program Goals and Evaluation

Goals repetitively mention including students from grades 5-8 with little distinction or clarification of whether the 30 students being served by this grant money include 7th and 8th graders. Assurances should be included to ensure that the 30 students are from grades 4-6 as is specified in the grant.

It is encouraging there will be an opportunity for students to provide feedback and for the program to improve based on that feedback.

Program Budget – cost breakdown and narrative

The proposed budget seems excessive for the lack of detail provided. With no understanding of the current salary/number of employees dedicated to providing students with summer activity, one can only assume there is an element of supplantation for the existing program. Further breakdown and specifications of how the funds will be sent is needed to ensure participants are receiving career instruction and inclusion.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Intercultural Community Center

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

\$50,000

Power Summer

Existing add in/ 7 weeks 30 students

Section II:

Program Requirements

Of the 30 students served how many are 4-6 graders?

Demographic Prioritization

ELL population

Marketing and Outreach Plan

Adapting for multiple languages

Program Description

Includes field trips, role models/guest speakers, project based learning

Program Goals and Evaluation

Includes ELL skill building

Program Budget – cost breakdown and narrative

No staff budget breakdown, how does guest speaker costs fit into the program design?

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DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Intercultural Community Center

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

This youth program at the Intercultural Community Center in Westbrook would be expanding their current programming to include career exploration for 30 students.

Section II:

Program Requirements

The requirements in this section are met.

Demographic Prioritization

The demographic prioritization statement is strong as the organization serves New Mainers and multi-lingual students. However, 5th-8th graders are mentioned and there is no mention of 4th grade students though they are indicated in the program requirements section.

Marketing and Outreach Plan

The marketing and outreach plan is solid as they work closely with Westbrook Middle school.

Program Description

The field trips, project based learning, and diverse speakers are positive additions to programming for career exploration. The activities with the farm, school, restaurant, and parks

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

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DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

and recreation do not clearly link to career exploration activities and could benefit from additional development.

Program Goals and Evaluation

Pre and post surveys completed by participants to evaluate the program is excellent.

It references 30 students served in grades 5th-8th which possibly does not align with the intention of the grant which is to serve 4-6th graders.

Program Budget – cost breakdown and narrative

The proposed costs are not broken down within the budget.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

New program.

AOS 90 and surrounding area (Baileyville, Princeton area – Washington County)

Starts 6/24 - ends 8/14(8 weeks/ ? days/ ? hours. May be 16 days total?)

30 students served grades 4-6

\$18,430

Section II:

Program Requirements

Clear, all checked.

Demographic Prioritization

Rural, all Title I schools with high LMI.

Marketing and Outreach Plan

Recruitment of students *at school* before end of school. Focus on fun for recruitment.

Partnering with schools to identify students for individualized invitations.

Program Description

"Expand horizons through travel": specific examples included. Wonderful array of experiences.

Program Goals and Evaluation

Goals are clear and detailed. No mention of attendance/number of days students would receive relevant programming.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Program Budget – cost breakdown and narrative

Detailed breakdown of expenses is helpful. (e.g. hourly rate for personnel costs). The explanation, though, says “8 hours/day for 16 days.” 16 days does not cover 8 weeks which is the amount of time indicated by the “start” and “end” dates. Are the 16 days just for the trip days? What happens when no trips? In budget narrative, unclear about the timing for personnel hours – 16 hrs/week for 18 weeks? The program will only run for 8 weeks. The two descriptions seem inconsistent. May be an error?

Use of Americorp volunteer is an efficient strategy.

Several places where they are supplementing the program with other funding.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

New program in an existing community center with ties to the appropriate age level schools is promising for a successful program of a reasonable number of students (30)

Section II:

Program Requirements

Meets all program requirements

Demographic Prioritization

Demographics of this rural area meet the criteria of high needs and effectiveness.

Marketing and Outreach Plan

Rural areas with strong connections within schools limits the need for extensive marketing. The director of this program is a highly effective and trusted individual within the community. The likelihood of success is good.

Program Description

Program administrator aims to make the most out of what the area has to offer in terms of career exploration. With a detailed plan for reaching many aspects of community life, this seems like a great investment.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

The goals of this program seem ambitious but are in line with the personality of the applicant. This truly seems like an enriching and educational, if not inspirational list of experiences for children with limited exposure.

Program Budget – cost breakdown and narrative

Representative of one of the most rural areas of the state, transportation costs are reasonably going to be the biggest factor. The detailed explanation of associated costs with dispersed locations seems quite reasonable. Having an Americorps volunteer to assist is outstanding.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

AOS 90 Career Exploration

New program, 7 weeks 30 students

Section II:

Program Requirements

Demographic Prioritization

Title 1 schools, very rural

Marketing and Outreach Plan

School partnerships

Program Description

Includes many trips, role models, experiences

Program Goals and Evaluation

Program Budget – cost breakdown and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

This is a new program that will serve 20-30 4th-6th graders in immersive career exploration experiences for 8-14 one day field trips.

Section II:

Program Requirements

The requirements are met.

Demographic Prioritization

The demographic prioritization statement is strong as the area is rural and the entire community is described as being low income. There are limited opportunities for career exploration.

Marketing and Outreach Plan

The marketing and outreach plan is well designed and students and families will have outreach prior to school ending.

Program Description

The program description is robust with diverse opportunities and is immersed in career exploration opportunities in the community.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Medical Care Development, Inc.

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

The goals are thoughtful and clear and evaluation is addressed through documenting feedback from the participants.

Program Budget – cost breakdown and narrative

The budget is reasonable and cost breakdown is explained.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

New program

Start 7/8 - end 7/19 (2 weeks, from 8:30 to 2:00 or 55 hours)

14 students

\$7,350

Section II:

Program Requirements

Clear – all checked

Demographic Prioritization

Need clearly established with entire population meeting rural criteria, plus additional barriers to access. "No other summer enrichment opportunities for students on North Haven..."

Marketing and Outreach Plan

Direct communication with families.

Program Description

Many local partnerships – clever use of local resources to respond to a community need while creating new experiences for students. Robust array, keeping it local.

Program Goals and Evaluation

Goal 1 is clear

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Goal 2: how will you know if the connections are increased?

Goal 3 is a little confusing due to reference to K-12 (expands goal outside scope)

Program Budget – cost breakdown and narrative

Budget includes food – not allowable

A lot of value for a small amount of funding

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

A brand-new opportunity for all students in the community of the designated age is great. The length is short, but appropriate, given the limitation of the community it seems appropriate.

Section II:

Program Requirements

Meets all program requirements.

Demographic Prioritization

Serves the entire population of the community in the prioritized age group.

Marketing and Outreach Plan

As a small community with zero enrichment opportunities in the non-school months, this should be an easy communication to recruit all participants.

Program Description

Gearing the programming with an emphasis on climate change seems very purposeful, particularly in a community affected most dramatically by ocean climate change.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

I feel the program goals are attainable, if not measurable. Understanding the size of the community and the target of full participation of appropriately aged and underserved population, it leaves little doubt this will leave an impact on the community, which will in turn further reinforce the importance of the intentions of the program.

Program Budget – cost breakdown and narrative

Budget includes food, not permitted and must be addressed. Funding seems reasonable, perhaps short sighted if on shore activities come to fruition.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

The Resilient Generation

New/school based

2 weeks 14 Students

Section II:

Program Requirements

Less than 120 hours (60)

Are we able to consider based on geographic challenges of island location?

Demographic Prioritization

Island community, geographically isolated

Marketing and Outreach Plan

School channels

Program Description

Pilot program to include all 4-6 graders, truly local without ferry transportation

Includes climate change/island living, local trips, experiences, role models

Program Goals and Evaluation

Program Budget – cost breakdown and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

Food is not an allowable expense

No personnel or space costs does stipend cover program supervision?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

The Resilient Generation: Inducting a New Career and Climate Workforce is a new career exploration program for two weeks for 14 4th-6th graders.

Section II:

Program Requirements

The program requirements are met.

Demographic Prioritization

All students will qualify who are coming into 4th-6th grades. Barriers include lack of opportunities, transportation barriers, and isolation.

Marketing and Outreach Plan

The marketing and outreach plan is solid.

Program Description

The program description is organized, engaging, and immersive in community career exploration.

Program Goals and Evaluation

The program goals are well done. Additional details about the CTE opportunities would be helpful as well as plans to evaluate the program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: North Haven Community School

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

Program Budget – cost breakdown and narrative

The budget is reasonable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Integrated into existing program.

Starts 6/17 - ends 8/12 (8 weeks/___?___ days)

15 students

\$14,9809

Section II:

Program Requirements

Clearly indicated – all checked.

Demographic Prioritization

“(E)nrollment priority” for LMI youth -- current focus on 2nd-6th grades during school year

Marketing and Outreach Plan

Recruit from schools directly (presentation to students)

Partnering to engage specific students identified by school staff

Historic recruitment efforts

Program Description

Partnerships with schools, Robert's Farm, Western Foothills Land Trust & Sebago Clean Waters. Already host site for ELO/Internship program

Detailed description of the actual activities that are planned, by week. Unclear how many days per week or hours.

Robust plan that builds over weeks.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Program Goals and Evaluation

Only 4 is measurable (goes to attainability), but all are clear and relevant.

Program Budget – cost breakdown and narrative

Detail is helpful in budget, but unclear about hours: 300 hours for personnel? How many hours of actual programming?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Initiated as a new program within an existing organization, the applicant meets the criteria for type, length of the program, but is limiting the number of students to 15? Could there be more if the interest is there?

Section II:

Program Requirements

Meets all program Requirements

Demographic Prioritization

Contrasting the demographic to simply not 'affluent' families is vague.

Marketing and Outreach Plan

With regular teacher and student visitation to existing organization, they will rely on recommendations from school officials for students best served. This seems both efficient and cost effective.

Program Description

The program description reads like a teacher unit plan with thoughtfulness given to the 'hook' and time for reflection and understanding. I find this plan to be promising as effective for a complete youth experience.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

Very few specifics to the evaluation piece but could be tied to the final 2-week reflection and the student review.

Program Budget – cost breakdown and narrative

Costs seem reasonable. There is some question as to how parents will be compensated. Could we issue gas cards?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

\$14,980

OX Hills Community Garden Career Exploration

Existing program add in

8 weeks, 15 Youth

Section II:

Program Requirements

Demographic Prioritization

Marketing and Outreach Plan

Layering into existing

Program Description

PYD, field trips, role models/guests, experiences, regional career exploration, student evaluation

Program Goals and Evaluation

Program Budget – cost breakdown and narrative

Seemingly novel approach to offer parents reimbursement for transportation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Oxford Hills Community Gardens DBA Alan Day Community Garden is a current program that will integrate a career exploration component and will serve 15 students for six weeks.

Section II:

Program Requirements

The program requirements are met.

Demographic Prioritization

There is a plan to prioritize underserved youth though it is not precisely stated.

Marketing and Outreach Plan

The marketing and outreach plan is thorough.

Program Description

The program has a scaffolded approach and offers community immersion, awareness building, and community building to increase belonging. It also has built in feedback from participants in the last week.

Program Goals and Evaluation

The goals are thoughtful and meaningful. They would be strengthened by discussion of how students would take steps to meet the goals.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Oxford Hills Community Gardens

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

Program Budget – cost breakdown and narrative

The budget and breakdown of cost are reasonable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Integrated

Starts 6/20 and ends 8/9 (6 weeks of actual programming at 30 hours/week, 168-180 hours)

50 students – unclear if the 50 will be consistent such that each student is wrapped into the projected goals.

\$21,500

Section II:

Program Requirements

Clearly checked all requirements

Demographic Prioritization

95% LMI

85% identify as people of color

65% immigrant/refugee

Partners with DHHS, DOC, DOE

Marketing and Outreach Plan

Drawing on existing participants and partnerships to recruit

History of summer programs and recruitment

Program Description

Based on existing model for older youth that is working well.

Students participate in 2 learning blocks daily “in addition to other program elements.”

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 21, 2024

EVALUATOR NAME: Melissa Cilley

EVALUATOR DEPARTMENT: Maine Afterschool Network

Robust plan to include skill development and direct career exploration activities (speakers, off-site expeditions, aspirations expeditions)

Program Goals and Evaluation

Goals are clear and measurable.

Are all 50 students consistent so goals 2-4 applies to 50 students? Or to the program as a whole?

Program Budget – cost breakdown and narrative

Personnel is reasonable for 50 students. 7 weeks is reasonable. Does rate cover all personnel expenses for those staff???

\$50/student per week for supplies – how tied to career exploration and the 2 blocks?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Program title is one trusted by the community and it is my opinion they will have no issue obtaining the number of students they describe. The duration and type fit well as defined by the RFA.

Section II:

Program Requirements

Meets program requirements as defined in the RFA. They have taken the time to list the important variables to both selecting candidates and those that they intend to employ.

Demographic Prioritization

Organization has defined a strong history of working with candidates that could most benefit from the goals of this initiative. Their reputation precedes them as a trusted and involved group.

Marketing and Outreach Plan

Organization has a strong foundation of individuals to participate in program goals. Marketing plan seems solid.

Program Description

Very impressed with the holistic approach of self and career taken by this organization. The focus on the career experience centered on the person is noteworthy.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 20, 2024

EVALUATOR NAME: Kristian Fore

EVALUATOR DEPARTMENT: Maine Department of Education

Program Goals and Evaluation

Details in the amount of youth that participate in 5 novel experiences is lacking.

Program Budget – cost breakdown and narrative

Overall costs seem reasonable. There is some consideration lacking for detail in materials expenses. The materials listed (i.e. art supplies, games) are not tied to the career objectives in the narrative.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

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Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

\$21,500

Willow Workforce/existing program add on

6 weeks/ 50 students

Section II:

Program Requirements

Demographic Prioritization

Marketing and Outreach Plan

Existing school and community partnership

Program Description

Adapted from older youth CR program: includes PYD, role models, site visits 3x/wk, experiences

Program Goals and Evaluation

Good outline of program goals

Program Budget – cost breakdown and narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

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BIDDER NAME: Tree Street Youth

DATE: May 21, 2024

EVALUATOR NAME: Erin Frati

EVALUATOR DEPARTMENT: Maine Afterschool Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time (MOST) Career Exploration

BIDDER NAME: Tree Street Youth

DATE: May 20, 2024

EVALUATOR NAME: Lana Sawyer

EVALUATOR DEPARTMENT: Maine Department of Education

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

Individual Evaluator Comments:

Section I: Program Title, Type, Duration, # of students to be served

Willow Workforce!-Tree Street Youth Summer 2024 Initiative would serve 50 students over 6 weeks.

Section II:

Program Requirements

All of the program requirements are met.

Demographic Prioritization

The statistics are compelling with 95% of youth served live at or near the poverty level, 85% people of color; and 65% students from immigrant or refugee families.

Marketing and Outreach Plan

The marketing and outreach plan is developed well with students already being part of Tree St. Youth, and marketing steps for both May and June established.

Program Description

The program description is robust and would provide students with career readiness as well as community immersive career exploration opportunities.

Program Goals and Evaluation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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The goals are clear, however they do not provide any description of how they program would be evaluated.

Program Budget – cost breakdown and narrative

The cost breakdown and budget are reasonable.



**STATE OF MAINE
DEPARTMENT OF Education**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404087
RFP TITLE: 2024 Maine Out-of-School Time Career Exploration**

I, Lana Sawyer accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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

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

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

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

DocuSigned by:
Lana Sawyer
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5/19/2024

Signature

Date



**STATE OF MAINE
DEPARTMENT OF Education**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404087**

RFP TITLE: 2024 Maine Out-of-School Time Career Exploration

I, melissa Cilley accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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DocuSigned by:

melissa Cilley

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5/20/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF Education

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404087
RFP TITLE: 2024 Maine Out-of-School Time Career Exploration

I, Erin Frati accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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

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

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DocuSigned by:
Erin Frati
56FECDEA3A6345D

5/20/2024

Signature

Date



**STATE OF MAINE
DEPARTMENT OF Education**

**Janet T. Mills
Governor**

**Pender Makin
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404087**

RFP TITLE: 2024 Maine Out-of-School Time Career Exploration

I, Kristian Fore accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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DocuSigned by:

Kristian Fore

5/20/2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF Education

Janet T. Mills
Governor

Pender Makin
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202404087

RFP TITLE: 2024 Maine Out-of-School Time Career Exploration

I, Tamara Ranger accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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

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DocuSigned by:
Tamara Ranger
2A472455287F414...

6/5/2024

Signature

Date