

**State of Maine
Master Score Sheet**

RFP# 202402021				
Statewide Community Led Needs Assessment				
Bidder Name:		AK Health and Social Services	Cross Cultural Community Services	Central Maine Area Agency on Aging d/b/a Healthy Living for Maine (HL4ME)
Proposed Cost:		\$394,299.18	\$769,221.20	\$313,321.25
Scoring Sections	Points Available			
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	35.00	27.00	26.00	28.00
Section III: Proposed Services	40.00	22.00	26.00	33.00
Section IV: Cost Proposal	25.00	19.87	10.18	25.00
TOTAL	<u>100.00</u>	<u>68.87</u>	<u>62.18</u>	<u>86.00</u>
Bidder Name:		Mano en Mano / Hand in Hand Latino, Hispanic, Latinx Communities Proposal	Mano en Mano / Hand in Hand Migrant and Seasonal Farmworkers Proposal	Providentia Group PLLC
Proposed Cost:		\$500,000.00	\$500,000.00	\$727,826.03
Scoring Sections	Points Available			
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	35.00	28.00	28.00	16.00
Section III: Proposed Services	40.00	27.00	29.00	24.00
Section IV: Cost Proposal	25.00	15.67	15.67	10.76
TOTAL	<u>100.00</u>	<u>70.67</u>	<u>72.67</u>	<u>50.76</u>

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Award Justification Statement **RFP# 202402021, Statewide Community Led Needs Assessment**

I. Summary

Through RFP# 202402021, the Department sought services for a Statewide Community Led Needs Assessment. Five (5) Bidders responded to the RFP, one (1) with two separate Community of Focus:

- AK Health and Social Services
 - Immigrants, Refugees, and Asylum Seekers Communities in Maine
- Cross Cultural Community Services
 - Immigrants, Refugees, and Asylum Seekers Communities
- Central Maine Area Agency on Aging d/b/a Healthy Living for Maine (HL4ME)
 - Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities
- Mano en Mano / Hand in Hand (Mano en Mano)
 - Latino/Hispanic/Latinx Communities
 - Migrant and Seasonal Farmworker Communities
- Providentia Group PLLC
 - Multi-generational Black Community

Through the evaluation process, HL4ME and Mano en Mano were the highest scoring Bidders and determined to provide the best value to the State of Maine.

II. Eligibility and Evaluation Process

An evaluation team comprised of State employees verified the Bidders eligibility requirements and applied the consensus method in scoring the Bidders Qualifications & Experience and Proposed Services. Scores for the Cost Proposal were assigned using a mathematical formula.

III. Qualifications & Experience for HL4ME and Mano en Mano

- Provided strong organizational experience and connections with the proposed Community of Focus.

IV. Proposed Services for HL4ME and Mano en Mano

- Provided a comprehensive response outlining a clear understanding of and ability to meet programmatic expectations outlined in the RFP

V. Cost

HL4ME proposed the lowest cost of \$313,321.25

Mano en Mano proposed \$500,000 for each Community of Focus

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VI. Conclusion

Out of 100 possible points, HL4ME scored 86.00 and Mano en Mano scored 70.67 and 72.67, which were the highest point total awarded by the Evaluation Team. The strengths of both HL4ME and Mano en Mano's proposals include a strong organization with relevant experience, a complete proposed scope of service, and a competitive cost proposal. The Evaluation Team has determined the proposal submitted by HL4ME and Mano en Mano represents the best value to the State of Maine.

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May-16-2024

Via Electronic Mail: abdikhadar.shire@akhss.org

AK Health and Social Services
Abdikhadar Shire
11 Westminster Street
Lewiston, ME 04340

SUBJECT: Notice of Conditional Contract Award under RFP #202402021 Statewide
Community Led Needs Assessment

Dear Abdikhadar Shire,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to:

- Central Maine Area Agency on Aging d/b/a Healthy Living for Maine (HL4ME)
- Mano en Mano/Hand in Hand- Latino/Hispanic/Latinx Communities Proposal
- Mano en Mano/Hand in Hand- Migrant and Seasonal Farmworkers Proposal

HL4ME and Mano en Mano/Hand in Hand received the evaluation team's highest rankings. The Department will be contacting each Vendor soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and a Vendor. Vendors shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by this 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).

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

Sincerely,

DocuSigned by:
Veronica Robichaud
2292FAA6880E43B...

Veronica Robichaud
Chief Operating Officer
Maine Center for Disease Control and Prevention

DocuSigned by:
Debra Downer
5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

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May-16-2024

Via Electronic Mail: adr@crossculturalcommunityservices.org

Cross Cultural Community Services
Regina Phillips, Co-Director/Consultant
15 Casco Street
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202402021 Statewide
Community Led Needs Assessment

Dear Regina Phillips,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to:

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Veronica Robichaud
Chief Operating Officer
Maine Center for Disease Control and Prevention

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Debra Downer
Deputy Director for Competitive Procurement
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May-16-2024

Via Electronic Mail: Mdyke@healthylivingforme.org

Central Maine Area Agency on Aging d/b/a Healthy Living for Maine (HL4ME)
Maija Dyke, Business Manager HL4ME
One Weston Court, Suite 109
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Award under RFP #202402021 Statewide
Community Led Needs Assessment

Dear Maija Dyke,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to:

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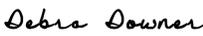
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Maine Center for Disease Control and Prevention

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Debra Downer
Deputy Director for Competitive Procurement
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May-16-2024

Via Electronic Mail: sdouglas@manomaine.org

Mano en Mano / Hand in Hand
Sean Douglas, Operations Director
4 Maple Street
Milbridge, ME 04658

SUBJECT: Notice of Conditional Contract Award under RFP #202402021 Statewide
Community Led Needs Assessment

Dear Sean Douglas,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to:

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May-16-2024

Via Electronic Mail: kwilliams@providentiagroup.com

Providentia Group PLLC
Krystal Williams
110 Marginal Way, Suite 195
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202402021 Statewide
Community Led Needs Assessment

Dear Krystal Williams,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to:

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Sincerely,

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Maine Center for Disease Control and Prevention

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Deputy Director for Competitive Procurement
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<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. Organization Qualifications and Experience	35.00	27.00
Section III. Proposed Services	40.00	22.00
Section IV. Cost Proposal	25.00	19.87
<u>Total Points</u>	<u>100.00</u>	<u>68.87</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

The Evaluation Team notes the Bidder failed to sign forms, Appendix A and B.

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified RSC Consulting LLC as their Research Partner.
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	27.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none"> • Serves immigrants, refugees, and asylum seekers • States a significant portion of its leadership is from these communities • A CBO founded in 2020 to provide essential health and social support services to the community they serve • Provided two examples of projects described (Tobacco and Cancer) • A needs assessment for Tobacco use was conducted, and a cancer needs assessment screening for immigrants' population • Tobacco use needs assessment for immigrants and BIPOC communities (Maine) • Collaborated with other CBOs and organizations • Served the communities culturally and linguistically to assess their needs and provide support • Touted research partner's relationships with same communities 	
2. Subcontractors	
<ul style="list-style-type: none"> • Five described (public health, social advocacy, faith-based, community support, research) 	
3. Litigation	
<ul style="list-style-type: none"> • Indicated none 	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	22.00

Evaluation Team Comments: The team notes there are several typos and errors within the proposal (i.e. did not originally sign appendix A or B, referenced comments which seem to have not been responded to prior to proposal submission, and formatting, etc.) which is concerning in regard to their attention to detail in delivering services under this RFP

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Communities of focus will be immigrants, refugees, and asylum seekers • Descriptive in explaining the systemic inequity and discrimination occurring in the communities served • Lists collaboration with organizations to ensure representation from community of focus • Explains the role of potential partners in the CLNA • Demonstrated ability to achieve intended outcomes working with several organizations. • Intend to extend the work they are currently doing through this project • Proposed support to Project Manager by community health worker and admin personnel • Outlined collaboration with research partner, partner organizations, and community members Demonstrated an understanding of a shared decision-making process • Thought has been taken into data collection and privacy • Provided two different dates for the final report submission, unclear what the actual target date for final report submission will be • Provided details in determining a statistically significant sample size for the community of focus • Lacks details in regard to the use of a survey monkey, i.e. is this an anonymous survey • Outlined outreach efforts and community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

<ul style="list-style-type: none">• Provided details of what statistical analysis will be used to analyze information and what program as well
B. Reporting Requirements
<ul style="list-style-type: none">• Proposed adding four organizations to the six across three counties• Goal of 990 (30 percent of those surveyed) to engage in 20+ focus groups
C. Reports
<ul style="list-style-type: none">• Did not go into depth on how documentation and submission of reports will occur
2. Implementation - Work Plan
<ul style="list-style-type: none">• Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$394,229.18	x	25.00 points	=	19.87

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
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<u>Total Points</u>	<u>100.00</u>	<u>62.18</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified Wabanaki Center for Research, Knowledge & Innovation as their Research Partner.
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	26.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Initially met 20 years ago to then form the organization in 2018 • Explains qualifications and experience in sufficient detail • Has extensive partnerships across the state with community of focus • Showcased a previous project that would translate to success in CLNA
2. Subcontractors
<ul style="list-style-type: none"> • Nineteen listed, with all but one describing the same capacity/qualifications
3. Litigation
<ul style="list-style-type: none"> • Indicated none

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	26.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Provided sufficient detail with phases outlining the strategic plan • Proposed both a full-time project manager and financial/contract support specialist • Proposed specific time involvement of Bidder’s principles • Proposed democratic decision making amongst community/organization partners, with decisions requiring 66 percent majority vote • Offered guidelines for data collection and data privacy • Proposed final report phase ending September 2025 • No methodology provided of how the determination of the number of individuals to be interviewed (500-1000) was determined • Proposed research partner to “educate” CLNA partners on research process • Proposed RedCAP for data collection, with analysis by research partner
B. Reporting Requirements
<ul style="list-style-type: none"> • Addressed how findings, providing relative statistics in support would be incorporated
C. Reports
<ul style="list-style-type: none"> • Met requirements
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Final report date indicated is three months prior to that stated in Part II, A.4. • Appears part of the table may be cut off • 1.5 activities/deliverables seem to not have a finished sentence, unsure what comes after “with” • No indicated of the length of time for IRB approval • Intends to test survey amongst partners to ensure accuracy • Will establish a Data Governance Model

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$769,221.20	x	25.00 points	=	10.18

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Area Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<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. Organization Qualifications and Experience	35.00	28.00
Section III. Proposed Services	40.00	33.00
Section IV. Cost Proposal	25.00	25.00
<u>Total Points</u>	<u>100.00</u>	<u>86.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified LIFT Healthcare as their Research Partner.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	28.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Has a broad coalition from existing grants • Stated it is a networked Community Care Hub (CCH) and the recipient of the ongoing Rural-Community Health Improvement Project (R-CHIP) award • Has existing relationships through CCH and R-CHIP awards • Research partner has a history of multi-stakeholder engagement and use of mixed-methods research • Research partner has extensive experience working in rural areas • Completed a Community Readiness Assessment (CRA) and identified systemic barriers affecting community access and service delivery • Serves 16 counties and networked contractually with 23 CBOs • Made 1.6 million dollars in payments to its network providers and members • Provided sufficient detail of past projects as it may related to CLNA • Responded to over 3,000 referrals during the pandemic period
2. Subcontractors
<ul style="list-style-type: none"> • Two: research partner and “project manager” (This is NOT the project leadership required in Part II, A.3.a)
3. Litigation
<ul style="list-style-type: none"> • Indicates none

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	33.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Highlighted statistics surrounding community of focus to highlight the need of the CLNA • Will build on existing partnerships and leverages its provider network to reach healthcare and CBOs • Proposed a Stakeholder Advisory Committee which includes diverse stakeholders representing the community of focus. Once developed, will use this committee for input, feedback, and sharing experiences to inform the study design and development of the data instrument • Proposing utilizing 3 individuals as one FTE to provide the leadership role • Provided a detailed response to providing clear guidelines for collaborate and share decision-making power and how and where data will be collected and stored • Research partner’s employees are certified in Human Subjects Research Protection by the U.S. DHHS Office for Human Research Protections • Provided an extensive detailed work plan to meet the required milestones • Provides justification regarding statistically significant sample size for Community of Focus • Explains the mix-methods approach for data gathering explaining the two instruments in depth that will be deployed during this project • Will ensure accessibility to reach a diverse group of study participants • Will use the committee to develop a recruitment plan during the first month of the project • Will use a statewide recruitment survey to increase the reach for those not connected to community organizations or advocacy groups • Provides sufficient detail for data analysis

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

B. Reporting Requirements
<ul style="list-style-type: none">Proposed report interpretation methodologies with the goal of enhancing thorough understanding of findings
C. Reports
<ul style="list-style-type: none">Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none">Provided an extensive detailed work plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Central Maine Agency on Aging d/b/a Healthy Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$313,321.25	x	25.00 points	=	25.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<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. Organization Qualifications and Experience	35.00	28.00
Section III. Proposed Services	40.00	27.00
Section IV. Cost Proposal	25.00	15.67
<u>Total Points</u>	<u>100.00</u>	<u>70.67</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified Ryse Local Ventures as their Research Partner.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	28.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established organization, founded in 2005 • Works with farmworkers statewide and immigrants in Downeast Maine • Multiple programs within the organization addressing Social Determinants of Health • Continues to increase the number of staff who are members of the community which Mano en Mano services, 2/3 identify as People of Color and 90% are bilingual or proficient in language spoken by community members • Previous projects showcase experience as it relates to CLNA, one with Maine DoE • Detailed work in essential services advocacy, bilingual childcare, housing, and migrant education programs • Board of Directors includes current and former migrant parents as well as community leaders, educators, and non-profit professionals
2. Subcontractors
<ul style="list-style-type: none"> • Two offered: research partner and Latine community building • Letters of support provided, but not considered by the team as they were requested in the RFP
3. Litigation
<ul style="list-style-type: none"> • Indicates none

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	27.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Selected community of focus which falls within CLNA parameters • Provided in-depth statistics regarding community of focus highlighting health disparities and inequities faced • Provided research on data gaps as it relates to the community of focus • Current relationships and collaboration with the Community of Focus • Proposed two full-time individuals: project coord and community advocate, both bilingual • Noted that subcontractor proposed one full-time employee, who is bilingual • Proposed DARCI Accountability Grid for decision making • Intends to meet the milestone dates specified in the resulting contract • Will ensured Spanish language accessibility • Thought has been put into which communities to survey first based on job and season • Proposed gift card incentive for participants • Provided sufficient justification regarding significant sample size • Identified data collection methods (3 ways: one on one interviews, focus groups, survey) and provided specific data items that would be included • Demonstrated a strong ability to work with community members
B. Reporting Requirements
<ul style="list-style-type: none"> • Provided quantitative measures • Will provide progress on the metrics • May include questions measuring eight data elements beyond those required
C. Reports
<ul style="list-style-type: none"> • Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$500,000.00	x	25.00 points	=	15.67

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<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. Organization Qualifications and Experience	35.00	28.00
Section III. Proposed Services	40.00	29.00
Section IV. Cost Proposal	25.00	15.67
<u>Total Points</u>	<u>100.00</u>	<u>72.67</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified Ryse Local Ventures as their Research Partner.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	28.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Established organization, founded in 2005 • Works with farmworkers statewide and immigrants in Downeast Maine • Multiple programs within the organization addressing Social Determinants of Health • Continues to increase the number of staff who are members of the community which Mano en Mano services, 2/3 identify as People of Color and 90% are bilingual or proficient in language spoken by community members • Previous projects showcase experience as it relates to CLNA, one with Maine DoE • Detailed work in essential services advocacy, bilingual childcare, housing, and migrant education programs • Board of Directors includes current and former migrant parents as well as community leaders, educators, and non-profit professionals
2. Subcontractors
<ul style="list-style-type: none"> • Two offered: research partner and Latine community building • Letters of support provided, but not considered by the team as they were requested in the RFP
3. Litigation
<ul style="list-style-type: none"> • Indicates none

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	29.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Selected community of focus which falls within CLNA parameters • Providing in-depth information/statistics regarding a community of focus and the challenges the community faces (healthcare delivery and continuity) • Provided research on data gaps as it relates to the community of focus • Current relationships and collaboration with the Community of Focus • Proposed two full-time individuals: project coord and community advocate, both bilingual • Noted that subcontractor proposed one full-time employee, who is bilingual • Proposed DARCI Accountability Grid for decision making • Intends to meet the milestone dates specified in the resulting contract • Will ensured Spanish, Haitian Creole, Mi'kmaq, and Passamaquoddy language accessibility • Thought has been put into which communities to survey first based on job and season • Provided explanation of methodology to arrive at statistically significant sample size, demonstrating thorough knowledge of difficulty in determining migrant/seasonal workforce size (bases 10 percent sample size on population of 9,000) • Proposed gift card incentive for participants • Identified data collection methods (3 ways: one on one interviews, focus groups, survey) and provided specific data items that would be included • Demonstrated a strong ability to work with community members • Acknowledged impact of growing/harvest season on work plan and detailed in-person interviews and focus groups by commodity
B. Reporting Requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

<ul style="list-style-type: none">• Provided quantitative measures• Will provide progress on the metrics• May include questions measuring eight data elements beyond those required
C. Reports
<ul style="list-style-type: none">• Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none">• Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworkers

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$500,000.00	x	25.00 points	=	15.67

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 2 and 8, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Richard Henning, Lane Simsarian, and Grace Tezo

<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. Organization Qualifications and Experience	35.00	16.00
Section III. Proposed Services	40.00	24.00
Section IV. Cost Proposal	25.00	10.76
<u>Total Points</u>	<u>100.00</u>	<u>50.76</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 2 and 8, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Meets the eligibility requirements: Identifies as a Community-Based Organization (CBO) and identified Brown Research Consulting Inc. as their Research Partner.
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	16.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Legal and business advisory firm working at the intersection of law and commerce and focuses on systemic changes • Projects listed offered no details or explanation of how each might be connected to RFP • Did not provide much description on skills pertinent to the specific work, any special or unique characteristics of the organization to perform the required work activities
2. Subcontractors
<ul style="list-style-type: none"> • Fourteen noted: 12 as members of Advisory Council, one program manager, one engagement director • Brief response to some of the subcontractor descriptions
3. Litigation
<ul style="list-style-type: none"> • Indicated none

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40.00	24.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • Identified community of focus and provided insight into generational status • Notes current organization which they intend to work collaboratively with • Identifies FTE staff person and additional staff that would be working on the project • Noted a data systems partner that is not listed as a subcontractor in qual & experience form • Proposed a consent-based decision-making process, where consent is achieved when all team members agree that the proposed course of action is appropriate and a final decision-maker rules if consent is not achieved • Proposed research approach combines literature reviews, surveys, focus groups (three regions, with age breakdown), and town halls • Determines statistically significant sample size • Did not provide much detail into how data will be analyzed
B. Reporting Requirements
<ul style="list-style-type: none"> • Met requirement
C. Reports
<ul style="list-style-type: none"> • Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Provided an extensive detailed work plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 2 and 8, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$313,321.25	÷	\$727,826.03	x	25.00 points	=	10.76

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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 Facilitator for this RFP.*

Individual Evaluator Comments:

- Did not execute Proposal Cover Page as required by RFP Part IV, Section I.1 Proposal Cover Page: “The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.”
- Did not execute Debarment, Performance, and Non-Collusion Certification as required by RFP Part IV, Section I.2 Debarment, Performance, and Non-Collusion Certification: “The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.”

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes: a. Appendix C (Eligibility to Submit Bids Form)	
All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP’s Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.	
1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Provided CBO description 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none">• Provided partner name, contract information, and commitment letter	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded 2020, HQd in Lewiston• Focuses immigrants, refugees, asylum seekers, and BIPOC communities• States that a significant portion of its leadership is from these communities• Touts research partner's relationships with same communities• RFP-related experience:• Tobacco use needs assessment for immigrants and BIPOC communities (Maine)• Cancer screening assessment (Maine)• Both involved other community-based organizations: healthcare providers, faith leaders, community figures, and educational institutions
2. Subcontractors
<ul style="list-style-type: none">• Four described (public health, social advocacy, faith-based, community support, research)
3. Litigation
<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • IDd immigrants, refugees, and asylum seekers re COVID-19 response as the community of focus (CoF) • Demonstrated a broad knowledge of systemic issues and disparities associated with the CoF
<ul style="list-style-type: none"> • Reiterated working relationship with subcontractors (demonstrated representation from CoF)
<ul style="list-style-type: none"> • 3.a – Met requirement • Proposed support to PM by community health worker and admin personnel • Offered guidelines for “collaborative governance” • Offered guidelines for data collection and data privacy
<ul style="list-style-type: none"> • Proposed a workplan meeting milestones, with exception of final report: submission noted as 6/30/25
<ul style="list-style-type: none"> • Offered methodology for determining statistically significant sample size • Provided overview to meet 5.b-d
<ul style="list-style-type: none"> • Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> • Proposed adding four organizations to the six across three counties • Goal of 990 (30 percent of those surveyed) to engage in 20+ focus groups
<ul style="list-style-type: none"> • Met requirement, acknowledging 2.a-g
C. Reports
<ul style="list-style-type: none"> • Met requirement
<ul style="list-style-type: none"> • Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Repeated incorrect final report due date
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
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All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP’s Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.	
1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Organization is identified as a CBO, no concerns. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • The bidder provided name, contract information and attached a letter of commitment. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

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COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: CBO led by immigrants and been established since 2020.• P: goal of organization is to address challenges faced by immigrants, refugees, asylum seekers and BIPOC communities.• I: Organization had recent experience and knowledge gained through regional assessments.• P: Previous experience with needs assessments (Tobacco and Cancer Screenings as health topics).• P: Involvement with various organizations and figures in Maine.• Q/N: Last sentence under the “Experience related to this project;” unclear what this mean, could be an error.
2. Subcontractors
<ul style="list-style-type: none">• P: Bidder provided all required per RFP for all subcontractors/consultants sections.• I: RSC consultant conducted and completed a CLNA previously in 2021.• I: Her Safety Net has experience in needs assessments for population of focus.• N: mix-matched font and sizing under HA section.
3. Litigation
<ul style="list-style-type: none">• P: Not litigation noted.

**STATE OF MAINE
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BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: Bidder serves immigrants, refugees, and asylum seekers and views these as communities of focus. • P: Descriptive in explaining the systemic inequity and discrimination occurring in the communities served.
<ul style="list-style-type: none"> • N: Seems to be an error in the first sentence; confused of its meaning. • P: Lists collaboration with organizations to ensure representation from community of focus. • P: Bidder explains the role of potential partners in the CLNA. • P: Bidder has history of working with several organizations to achieve intended outcomes.
<ul style="list-style-type: none"> • P: Identifies 1 FTE staff person for CLNA and responsibilities of the Project Coordinator. • P: Project coordinator will be supported by CHW and Administrative Personnel. Bidder explains the responsibilities of CHW and Administrative Personnel. • N: Error within this section B: Collaborative Governance and Guidelines • P: Outlined collaboration with research partner, partner organizations and community members. • P: explains shared decision-making process • P: Thought has been taken into data collection and privacy.
<ul style="list-style-type: none"> • P: Milestone A/B all explained in sufficient detail. • Q/N: Unclear on Milestone C outlined by Bidder.
<ul style="list-style-type: none"> • P: Bidder provided details in determining a statistically significant sample size for the community of focus. • Q: is survey monkey anonymous? • P: outlined outreach efforts and community engagement • P: Provided details of what statistical analysis Bidder will use to analyze information and what program as well.
<ul style="list-style-type: none"> • P: provided information regarding collaboration with Department regarding CLNA.
B. Reporting Requirements
<ul style="list-style-type: none"> • P: Bidder has 6 existing partner organizations with plans to diversify. • P: Bidder notes approximately 990 participants to be surveyed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

<ul style="list-style-type: none">• P: Bidder notes 20-25 focus groups.
<ul style="list-style-type: none">• P: provided sufficient detail. No Concerns.
C. Reports
<ul style="list-style-type: none">• N: Seem to be an error with bolding throughout this whole section.• Q: Did not go into depth into how you will document and record information regarding the progress report. How does the bidder plan to do that?• P: Described survey instruments in depth.
<ul style="list-style-type: none">• No comments
2. Implementation - Work Plan
<ul style="list-style-type: none">• N: Grammatical and technical errors within the workplan.• N: not a traditional timeline chart (Gantt chart)• P: followed instructions for workplan and provided sufficient details.
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

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Individual Evaluator Comments:

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1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?	☑ Yes □ No
Did the Bidder describe the Bidder's CBO: <ul style="list-style-type: none"> • P- CBO's description provided. 	
2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?	☑ Yes □ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	☑ Yes □ No
<ul style="list-style-type: none"> • P- Required documents provided. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- A CBO founded in 2020 to provide essential health and social support services to the community they serve.• P- Qualifications and Skills described.• P- Provided two examples of projects described (Tabacco and Cancer)• P- A need assessment for Tabacco use was conducted, and a cancer needs assessment screening for immigrants' population.• I- Collaborated with other CBOs and organizations.• I- Served the communities culturally and linguistically to assess their needs and provide support.
2. Subcontractors
<ul style="list-style-type: none">• P- 5 subcontractors listed and described.• P- All of them have good experience working with CBOs in collaboration
3. Litigation
<ul style="list-style-type: none">• None

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: AK Health and Social Services

COMMUNITY OF FOCUS: Immigrants, Refugees, and Asylum Seekers Communities in Maine

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- Met the requirement. • P- Their community of focus is Immigrant, refugee. And asylum seeker communities
<ul style="list-style-type: none"> • P- Working closely with five partners located in Androscoggin and Cumberland counties. Plan to extend that statewide through the CLNA.
<ul style="list-style-type: none"> • P- Met the requirement
<ul style="list-style-type: none"> • P- Will assign a project coordinator to oversee the CLNA project. • I- Two more staff (a Community Health Worker and an Administrative Personnel) will take care of data collection/keeping, and meetings
<ul style="list-style-type: none"> • P- Met the requirement
<ul style="list-style-type: none"> • P- They already worked collaboratively with the department and are aiming to continue the partnership.
B. Reporting Requirements
<ul style="list-style-type: none"> • P- Planning to provide the required quarterly reports. • P- Provided estimate numbers in different metrics
<ul style="list-style-type: none"> • P- Described what the final report will contain in detail following the point listed above from a-g
C. Reports
<ul style="list-style-type: none"> • P- They will develop a system to collect data, store, and keep track of it. • P- Will standardize a survey instrument. • P- Will compile data and provide recommendations.
<ul style="list-style-type: none"> • P- They aim to follow the timelines for all the required reports.
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P- Work Plan attached
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Cross Cultural Community Services

COMMUNITY OF FOCUS: Immigrant, Refugee, and Asylum Seeker Communities

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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 Facilitator for this RFP.*

Individual Evaluator Comments:

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<p>1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder describe the Bidder's CBO:</p> <ul style="list-style-type: none"> • Provided CBO description 	
<p>2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.</p> <ul style="list-style-type: none"> • Provided partner name, contract information, and commitment letter 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Established 2018• Three principles: one is a State legislator and another serves on Portland City Council, with two members of BIPOC community• Described extensive collaboration/partnerships with many community of focus (CoF) organizations• Project description demonstrates capability to meet CLNA requirements
2. Subcontractors
<ul style="list-style-type: none">• Nineteen listed, with all but one describing the same capacity/qualifications
3. Litigation
<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
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DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> Noted BIPOC initiative with focus on immigrant, refugee, and asylum seeker communities
<ul style="list-style-type: none"> Offered description of partner involvement and phased approach to project
<ul style="list-style-type: none"> Proposed both a full-time project manager and financial/contract support specialist Proposed specific time involvement of Bidder's principles Proposed democratic decision making amongst community/organization partners, with decisions requiring 66 percent majority vote Offered guidelines for data collection and data privacy
<ul style="list-style-type: none"> Acknowledged 4.a & b dates Proposed final report phase ending September 2025
<ul style="list-style-type: none"> "Estimated" 47,418 immigrants in Maine Proposed 500-1000 individuals for interviews Proposed research partner to "educate" CLNA partners on research process Proposed RedCAP for data collection, with analysis by research partner Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> Acknowledged/met requirements
<ul style="list-style-type: none"> Addressed how Bidder will incorporate findings, providing relative statistics in support
C. Reports
<ul style="list-style-type: none"> Acknowledged/Met requirement
<ul style="list-style-type: none"> Acknowledged/met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> Final report date indicated is three months prior to that stated in Part II.A.4
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Yes, the bidder described as a CBO. No concerns. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • Yes, the bidder provided the name, contract information of the research partner and attached a letter of commitment. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• I: Initially met 20 years ago to then form the organization in 2018.• P: Explains Bidders qualifications and experience in sufficient detail.• P: Bidder has extensive partnerships across the state with community of focus.• P: Showcased a project that would translate to success in CLNA.
2. Subcontractors
<ul style="list-style-type: none">• P: provided information regarding subcontractors and consultants for project.• N: did not provide exactly what the subcontractors and consultants would be doing to assist in this project.
3. Litigation
<ul style="list-style-type: none">• P: no litigation noted

**STATE OF MAINE
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DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: met requirements. No comments.
<ul style="list-style-type: none"> • I: Already have 19 organizations on board for potential project. • P: Provided sufficient detail regarding development of strategic plan for potential project.
<ul style="list-style-type: none"> • P: Identified 2 FTE for this project. • P: Provided details on shared decision-making power in sufficient depth. • P: Meets requirements for consideration into data collection, storage, and privacy.
<ul style="list-style-type: none"> • N: does not note how bidder will provide final report to the Department. • P: Provides a 6-part plan on reaching milestones A and B.
<ul style="list-style-type: none"> • Q: How did bidder determine statistically significant sample size? Did bidder account for margin of error and estimated response rate? • P: Will use RedCAP database for data collection. • No other comments
<ul style="list-style-type: none"> • No comments; explains collaboration with the Department.
B. Reporting Requirements
<ul style="list-style-type: none"> • P: bidder notes they will check-in with partner organizations periodically. • P: already has 19 organizations participating in the potential project. • P: bidder has plan for documenting how many individuals are surveyed. • No other comments
<ul style="list-style-type: none"> • P: Provided specific statistics regarding chronic health conditions and COVID-19 cases to show case disparities within the community of focus. • P: Provided specific examples of how the bidder will address all requirements associated with the final report to be provided to Department. • P: Answered in sufficient detail. No comments or questions on this section.
C. Reports
<ul style="list-style-type: none"> • P: tracking will be taking place through sign-in sheets and using Excel to manage the data. • P: number of individuals surveyed and participating in focus groups will be collected through RedCAP and made available to the Department. • No other comments.
<ul style="list-style-type: none"> • Met requirements

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2. Implementation - Work Plan

- N: appears part of the table is cut off, unsure if evaluator is missing a part of the table applicable to the workplan.
- N: not a traditional timeline chart (Gantt chart)
- N: 1.5 activities/deliverables seem to not have a finished sentence, unsure what comes after “with”
- Q: did bidder account for how long it takes for IRB approval?
- P: Bidder will test survey amongst partners to ensure accuracy.
- P: Bidder will establish a Data Governance Model.

Part IV, Section IV. Cost Proposal

-

**STATE OF MAINE
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1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder describe the Bidder’s CBO: <ul style="list-style-type: none"> • P- Provided CBO description. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner. <ul style="list-style-type: none"> • P- Required document provided. 	

**STATE OF MAINE
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DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- Described their work.• P- Collaborate with other CBOs and different organizations.• P- Assess and meet the needs of BIPOC communities.• P- Since May 2023, they are working on a project with Blac Indigenous, and People Of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+), and aging in the greater Portland Maine.• P- Provided one example of project that learn how to assist older BIPOC and LGBTQ+
2. Subcontractors
<ul style="list-style-type: none">• P- 19 subcontractors listed and described.
3. Litigation
<ul style="list-style-type: none">• P- No litigation noted.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

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BIDDER NAME: Cross Cultural Community Services

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DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- Their community of Focus is Immigrant, refugee, and asylum seeker communities.
<ul style="list-style-type: none"> • P- They are working with other organizations. • I- Provided a strategic plan for collaboration with other partner organizations
<ul style="list-style-type: none"> • P- They will hire a full-time program manager to closely work on the Statewide CLNA project. • I- Additional staff will be hired to do the financial and contract part. • P- An online system will be established to collect and store the data.
<ul style="list-style-type: none"> • P- Provided a workplan and they are aiming to submit the required reports in the timelines.
<ul style="list-style-type: none"> • P- Provided an estimate statistic of a focus group • P- A research partner will the assessment instrument • P- Outreaches is planned • P- RedCap is the system that will track the data
<ul style="list-style-type: none"> • P- Aim to work with the department
B. Reporting Requirements
<ul style="list-style-type: none"> • P- Estimate for the metrics provided
<ul style="list-style-type: none"> • P- They will provide the final reports containing all the required elements
C. Reports
<ul style="list-style-type: none"> • P- They will use excel spreadsheet to collect and track the data in the RedCap system.
<ul style="list-style-type: none"> • P- They will provide all the required reports in the timeline.
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P- Workplan provided in attachment #4
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
<p>Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:</p> <p>a. Appendix C (Eligibility to Submit Bids Form)</p> <p>All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP's Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.</p>	
<p>1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder describe the Bidder's CBO:</p> <ul style="list-style-type: none"> • Provided CBO description 	
<p>2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.</p> <ul style="list-style-type: none"> • Provided partner name, contract information, and commitment letter 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

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DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none">• No organizational history offered• Contractual arrangements with more than 23 community-based organizations• Bidder and research partner teamed to provide Community Readiness Assessment for two counties, in support of MaineCDC• Stated it is a networked Community Care Hub (CCH) and the recipient of the ongoing Rural-Community Health Improvement Project (R-CHIP) award• Noted research partner has extensive experience working in rural areas• Two projects referenced, one directly related to RFP (supporting OBH) and the other reflecting characteristics of a CLNA
2. Subcontractors	<ul style="list-style-type: none">• Two: research partner and “project manager” (This is NOT the project leadership required in Part II.A.3.a)
3. Litigation	<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: May 1 & 3, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • IDd older LGBTQ+ adults as community of focus (CoF)
<ul style="list-style-type: none"> • Proposed leveraging Bidder’s existing provider network for access to healthcare and community-based organizations • Proposed a Stakeholder Advisory Committee (SAC) • Proposed study design workshops to inform design, participant recruitment, and study implementation
<ul style="list-style-type: none"> • Proposed project leadership as “equivalent to that of a full-time team member” and “shared amongst three current HL4ME FTE’s” • Proposed SAC to ID and implement guidelines for collaboration • Noted that research partner’s employees are certified in Human Subjects Research Protection by the U.S. DHHS Office for Human Research Protections
<ul style="list-style-type: none"> • Work plan meets development and assessment requirements • Proposed final report delivery May 2025
<ul style="list-style-type: none"> • Provided a comprehensive narrative to meet 5.a-d • Of note, is detail of sample size justification and proposed methodology for statewide sampling of individuals not normally reached by community organizations
<ul style="list-style-type: none"> • Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> • Offered CLNA qualitative goals
<ul style="list-style-type: none"> • Proposed report interpretation methodologies with the goal of enhancing thorough understanding of findings
C. Reports
<ul style="list-style-type: none"> • Met requirement
<ul style="list-style-type: none"> • Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Provided a detailed work plan
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes: a. Appendix C (Eligibility to Submit Bids Form)	
All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP’s Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.	
1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Yes, the bidder is a CBO. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • Bidder provided the name, contract information of the research partner and attached a letter of commitment from them. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Bidder has a broad coalition from existing grants.• P: Bidder plans to leverage its relationships through CCH and R-CHIP awards.• P: Bidder's research partner has a history of multi-stakeholder engagement and use of mixed-methods research.• P: Organization completed a Community Readiness Assessment (CRA) and identified systemic barriers affecting community access and service delivery.• P: Serves 16 counties and networked contractually with 23 CBOs.• P: Made 1.6 million dollars in payments to its network providers and members.• P: provided sufficient detail of past projects as it may related to CLNA.
2. Subcontractors
<ul style="list-style-type: none">• P: provided sufficient detail on subcontractors and consultants.
3. Litigation
<ul style="list-style-type: none">• P: no litigation noted.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: Bidder identified community of focus that falls within requirements for this project. • P: Bidder provided statistics surrounding community of focus to highlight the need of the CLNA.
<ul style="list-style-type: none"> • P: Bidder will build on existing partnerships and leverages it's provider network to reach healthcare and CBOs. • P: Bidder proposed a Stakeholder Advisory Committee which includes diverse stakeholders representing the community of focus. Once developed Bidder will use this committee for input, feedback, and sharing experiences to inform the study design and development of the data instrument.
<ul style="list-style-type: none"> • P: outlines one FTE staff person dedicated to CLNA. • P: Bidder explains share-decision making power as it relates to this project. • P: Bidder will store data on a password protected and encrypted servers with names and personally identifying data will not be used. • P/I: Research partner employees are certified in Human Subjects Research Protection by the US DHS Office for Human Research Protections.
<ul style="list-style-type: none"> • P: Provides extensive detail on workplan to reach milestones as required by CLNA.
<ul style="list-style-type: none"> • P: Provides justification regarding statistically significant sample size for Community of Focus. • P: Bidder explains their mix-methods approach for data gathering explaining their two instruments in depth that will be deployed during this project. • I/P: ensuring accessibility to reach a diverse group of study participants. • P: Will use the committee to develop a recruitment plan during the first month of the project. • I/P: Bidder notes that they will use a statewide recruitment survey to increase their reach for those not connected to community organizations or advocacy groups. • P: Provides sufficient detail for data analysis.
<ul style="list-style-type: none"> • P: Bidder has a clear plan to work collaborative with the department. • No other comments.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

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COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

B. Reporting Requirements
<ul style="list-style-type: none">• P: Bidder provides clear metrics regarding number of partner organizations, individuals participating in design/implementation, number of individuals surveyed, and number of individuals in 1:1 interviews.
<ul style="list-style-type: none">• P: Met requirements, no concerns.• I: Will create journey maps, personas, language maps to help make information clear and provide these to the Department.
C. Reports
<ul style="list-style-type: none">• No concerns, met requirements.
<ul style="list-style-type: none">• P: Provides who is responsible for reporting.• No other comments.
2. Implementation - Work Plan
<ul style="list-style-type: none">• P: Provides extensive detail on workplan for implementation of the program through the initial period of performance.

Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

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1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?	☑ Yes □ No
Did the Bidder describe the Bidder's CBO:	
<ul style="list-style-type: none"> • P- Description provided. 	
2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?	☑ Yes □ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • P- Required document provided. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Central Maine Area Agency on Aging d/b/a Health Living for Maine (HL4ME)

COMMUNITY OF FOCUS: Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P- detailed description• I- supported more than 22,000 Mainers since 2017• P- Responded to 3,984 Referrals for social health and more than 11,900 people supported mental health in the pandemic.• P- provided two described examples of project, one starting in 2018 and other in 2020	
2. Subcontractors	
<ul style="list-style-type: none">• P- Two subcontractors listed and met the requirement	
3. Litigation	
<ul style="list-style-type: none">• P- No litigation noted	

**STATE OF MAINE
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DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- Their identified community of focus is Lesbian, Gay, Bisexual, Transgender, Queer communities.
<ul style="list-style-type: none"> • P- Partnering with Healthcare settings and Community Based Organizations
<ul style="list-style-type: none"> • Met the requirement
<ul style="list-style-type: none"> • P- Work plan provided
<ul style="list-style-type: none"> • P- An estimate sample of focus group provided • P- One on one interviews and a digital survey will be used for data • P- Email list/newsletter may be use for outreach • P- Will use a LIFT research team to analyze data
<ul style="list-style-type: none"> • P- Aim to engage with the Department
B. Reporting Requirements
<ul style="list-style-type: none"> • P- Estimated numbers are listed.
<ul style="list-style-type: none"> • P- Provide a plan of how the final report will be submitted
C. Reports
<ul style="list-style-type: none"> • They proposed to protect data and insure the confidentiality
<ul style="list-style-type: none"> • P- They will work on submitting all the report within due dates
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P- Work plan attached
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 1 & 7, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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Did the Bidder describe the Bidder's CBO: <ul style="list-style-type: none"> • Provided CBO description 	
2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner. <ul style="list-style-type: none"> • Provided partner name, contract information, and commitment letter 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 1 & 7, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded 2005, with focus on farmworkers and immigrants• Detailed its work in essential services advocacy, bilingual childcare, housing, and migrant ed programs• Provided two projects highlighting CLNA, one with Maine DoE
2. Subcontractors
<ul style="list-style-type: none">• Two offered: research partner and Latine community building
3. Litigation
<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: May 1 & 7, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> Community of focus (CoF): Latino/Hispanic/Latinx communities Demonstrated in depth knowledge of CoF's disparities related to systemic inequity and discrimination Noted CoF's under representation in health data bases
<ul style="list-style-type: none"> Noted existing engagement with CoF members, who inform Bidder's program goals
<ul style="list-style-type: none"> Proposed two full-time individuals: project coord and community advocate, both bilingual Noted that subcontractor proposed one full-time employee, who is bilingual Proposed DARCI Accountability Grid for decision making
<ul style="list-style-type: none"> Noted disparity in A.4 dates and those of Table 2, but offered to met milestone dates specified in contract Ensured Spanish language accessibility
<ul style="list-style-type: none"> Provided explanation of methodology to arrive at sample size Proposed a detailed data gathering Proposed gift card incentive for participants
<ul style="list-style-type: none"> Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> Proposed specific quantitative measures for 1.a-d Proposed that Bidder "may" include questions measuring eight data elements beyond those required by 2.a-g
C. Reports
<ul style="list-style-type: none"> Met requirement Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> "Timeline" provided as narrative
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Yes, bidder is a CBO. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • Yes, provided all necessary information regarding the research partner selected. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

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COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Established organization, founded in 2005.• P: Works with farmworkers statewide and immigrants in Downeast Maine.• P: Multiple programs within the organization addressing SDOHs.• P: Previous projects showcase experience as it relates to CLNA.
2. Subcontractors
<ul style="list-style-type: none">• P: followed requirements and listed all Subcontractors/Consultants as instructed.• P: provided in-depth information regarding subcontractors/consultants highlighting skills and experiences they will bring.• P: Provided letters of support.
3. Litigation
<ul style="list-style-type: none">• P: No litigation noted

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: Bidder selected community of focus which falls within CLNA parameters. • P: Provided in-depth statistics regarding community of focus to highlighting health disparities and inequities faced. • P: Bidder provided research on data gaps as it relates to the community of focus.
<ul style="list-style-type: none"> • P: Bidder will rely on partnerships with community of focus. • P: Bidder already collaborates with community of focus via monthly meetings to have voices be heard. • P: Bidder plans to seek community input and consult community of focus for the project. • P: Bidder already has organizations they plan to involve in the CLNA that represent the community of focus.
<ul style="list-style-type: none"> • P: Bidder is devoting two FTE employees dedicated to CLNA (project coordinator and community advocate). Bidder provided key roles and responsibilities. • P: Bidder also will use two season community advocates. Bidder provided key roles and responsibilities. • P: Subcontractor will also devote one full-time employee to the CLNA. • P: Bidder follows DARCI framework for shared decision making and explains their process in depth. • P: Bidder provided sufficient detail regarding data collection and privacy.
<ul style="list-style-type: none"> • P: Thorough explanation of reaching milestones. • P/I: Thought has been put into which communities to survey first based on job and season.
<ul style="list-style-type: none"> • P: Provided sufficient justification regarding significant sample size. • P: Identified data collection methods (3 ways: one on one interviews, focus groups, survey) and provided specific data items that would be included. • I/P: In 2022, the bidder had 6,162 encounters with community members. • Bidder answered this section in full- no other comments.
<ul style="list-style-type: none"> • P: Bidder has experience collaborating with Maine DHHS since 2020. • P: bidder has plans to present findings and recommendations to DHHS staff during the next SHIP and MSCHNA.
B. Reporting Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

<ul style="list-style-type: none">• P: Provided estimate/target for all metrics required.• P: Bidder notes that they will provide progress on these metrics in their progress reports.
<ul style="list-style-type: none">• P: in addition to the required findings, the bidder provided other information that will also be included in their final report.• No other comments.
C. Reports
<ul style="list-style-type: none">• Met requirements, no comments.
<ul style="list-style-type: none">• P: Bidder notes they will submit in accordance with the timelines established.
2. Implementation - Work Plan
<ul style="list-style-type: none">• N: did not display workplan in a timeline chart/ Gantt chart• P: Bidder DID label when items would get accomplished providing a timeline for the workplan.• P: Provides concise information regarding tasks that will be done, who is responsible and who will be consulted.
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME DCD

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes: a. Appendix C (Eligibility to Submit Bids Form)	
All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP’s Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.	
1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder describe the Bidder’s CBO: <ul style="list-style-type: none"> • P- Provided description of the organization. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • P- Required document provided. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME DCD

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- Description detailed.• P- Provided 2 examples of project
2. Subcontractors
<ul style="list-style-type: none">• P- two subcontractors listed and met the requirement
3. Litigation
<ul style="list-style-type: none">• No litigation noted.• P- Attached a certificate of liability insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Latino/Hispanic/Latinx Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME DCD

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- The community of focus identified is Latino/Hispanic/Latinx communities. • I- Data and link for resources are attached and detailed
<ul style="list-style-type: none"> • P- Already working with different organizations, and aim to continue working with other organizations collaboratively
<ul style="list-style-type: none"> • P- Met the requirement
<ul style="list-style-type: none"> • P- They will use a one-on-one interview using a survey instrument. • P- Begin the assessment in June 2024 • P- Plan to collect and analyze data, then have the final report done before the due date
<ul style="list-style-type: none"> • P- Will work with the research partner to determine a statistic • P- will conduct interviews using a survey instrument to collect and analyze data • P- Conducted outreaches
<ul style="list-style-type: none"> • P- It is an ongoing work with DHHS since 2020
B. Reporting Requirements
<ul style="list-style-type: none"> • P- They provided estimated numbers that will be included in the progress report
<ul style="list-style-type: none"> • P- The survey instrument will play a big part in the final report.
C. Reports
<ul style="list-style-type: none"> • P- They will track and record data according to the required report • P- They will follow the timeline to submit all the required reports
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P- Work Plan attached
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
<p>Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:</p> <p>a. Appendix C (Eligibility to Submit Bids Form)</p> <p>All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP's Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.</p>	
<p>1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder describe the Bidder's CBO:</p> <ul style="list-style-type: none"> • Provided CBO description 	
<p>2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.</p> <ul style="list-style-type: none"> • Provided partner name, contract information, and commitment letter 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Founded 2005, with focus on farmworkers and immigrants• Detailed its work in essential services advocacy, bilingual childcare, housing, and migrant ed programs• Provided two projects highlighting CLNA, one with Maine DoE
2. Subcontractors
<ul style="list-style-type: none">• Two offer: research partner and farmworker health organization
3. Litigation
<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> Community of focus (CoF): Migrant and seasonal farmworkers communities Demonstrated in depth knowledge of CoF's various disparities, i.e., transportation, health care delivery and continuity Noted CoF's under representation in health data bases
<ul style="list-style-type: none"> Noted existing engagement with CoF members, who inform Bidder's program goals
<ul style="list-style-type: none"> Proposed two full-time individuals: project coord and community advocate, both bilingual Noted that subcontractor proposed one full-time employee, who is bilingual Proposed DARCI Accountability Grid for decision making
<ul style="list-style-type: none"> Noted disparity in A.4 dates and those of Table 2, but offered to met milestone dates specified in contract Acknowledged impact of growing/harvest season on work plan and detailed in-person interviews and focus groups by commodity Ensured language accessibility, with a focus on Spanish, Haitian Creole, Mi'kmaq, and Passamaquoddy
<ul style="list-style-type: none"> Provided explanation of methodology to arrive at sample size, demonstrating thorough knowledge of difficulty in determining migrant/seasonal workforce size (Bidder bases 10 percent sample size on population of 9,000) Proposed gift card incentive for participants
<ul style="list-style-type: none"> Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> Proposed specific quantitative measures for 1.a-d
<ul style="list-style-type: none"> Proposed that Bidder "may" include questions measuring eight data elements beyond those required by 2.a-g
C. Reports
<ul style="list-style-type: none"> Met requirement
<ul style="list-style-type: none"> Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> "Timeline" provided as narrative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402021

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section IV. Cost Proposal
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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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 Facilitator for this RFP.*

Individual Evaluator Comments:

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1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Yes, bidder is a CBO and provided a description. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	
<ul style="list-style-type: none"> • Yes, the bidder has a research partner and provided name, contract information of the research partner and a letter of commitment. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P: Well-established organization (established in 2005).• P: Showcased their programs addressing SDOHs which could translate to success in required activities of CLNA.• P: Stronger leadership grounded in experience.• P: Projects with MeHAF and ME DOE explained in detail showcasing experience and expertise required for CLNA.
2. Subcontractors
<ul style="list-style-type: none">• Met requirements for subcontractors and consultants.• P: Letters of support from subcontractor/consultants.
3. Litigation
<ul style="list-style-type: none">• No litigation noted.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: Bidder identified community of focus. • P: Bidder provided in-depth information regarding community of focus and challenges the community faces. • P: Provided research on the community of focus and lack of underrepresentation of the community in data collection.
<ul style="list-style-type: none"> • P: Bidder baseline relies heavily on community input and partnerships. • P: Bidder already had monthly meetings with community members and a monthly meeting that is community led. • P: Bidder already has potential partners for CLNA and plans to consult community members throughout the process, • No other comments- Bidder provided sufficient detail.
<ul style="list-style-type: none"> • P: Bidder will have two FTE employees dedicated to CLNA (project coordinator and community advocate). Bidder provided key roles and responsibilities. • P: Bidder also will use two season community advocates. Bidder provided key roles and responsibilities. • P: Subcontractor will also devote one full-time employee to the CLNA. • P: Bidder follows DARCI framework for shared decision making and explains their process in depth. • P: Bidder provided sufficient detail regarding data collection and privacy. • P: Has pre-existing internal controls around confidentiality and data security.
<ul style="list-style-type: none"> • P: Thorough explanation of reaching milestones. • P/I: Thought has been put into which communities to survey first based on job type and season. • P: Thorough explanation of quantitative and qualitative data gathering methods.
<ul style="list-style-type: none"> • P: Provided sufficient justification regarding significant sample size. • P: Identified data collection methods (3 ways: one on one interviews, focus groups, survey) and provided specific data items that would be included. • I/P: In 2022, the bidder had 6,162 encounters with community members. • No other comments- bidder met requirements
<ul style="list-style-type: none"> • P: Bidder has experience collaborating with Maine DHHS since 2020. • P: bidder has plans to present findings and recommendations to DHHS staff during the next SHIP and MSCHNA.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

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COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

B. Reporting Requirements
<ul style="list-style-type: none">• P: Met requirements and provided an estimate/target for all metrics asked.• P: Bidder included additional items they would include in progress reports to the Department.
<ul style="list-style-type: none">• P: noted minimum requirements plus additional questions measuring data elements the Bidder selected as important.• No other comments—met requirements
C. Reports
<ul style="list-style-type: none">• Met requirements – no comments• The bidder states they will submit in accordance with the timelines outlined in table 2 and/or contract.
2. Implementation - Work Plan
<ul style="list-style-type: none">• N: did not use a traditional timeline chart (Gantt chart)• P: Bidder DID provide a timeline for the implementation of the program through the initial period of performance.• P: Provided months/year; what would be done, location, and who is responsible.• No other comments

Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

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Individual Evaluator Comments:

Part I. Preliminary Information	
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1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder describe the Bidder’s CBO: <ul style="list-style-type: none"> • P- CBO described 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	☒ Yes ☐ No
<ul style="list-style-type: none"> • P- Required documents provided. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- Detailed description• P- listed two projects and described.• P- Certificate of liability insurance attached
2. Subcontractors
<ul style="list-style-type: none">• P- Two subcontractors listed
3. Litigation
<ul style="list-style-type: none">• P- No litigation noted

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Mano en Mano / Hand in Hand

COMMUNITY OF FOCUS: Migrant and Seasonal Farmworker Communities

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- Their community of focus is Migrant and seasonal farmworker communities • P- They are envisioning to be involved in the partnership work with other CBOs • P- Met the requirement
<ul style="list-style-type: none"> • P- They will use a one-on-one interview using a survey instrument. • P- Begin the assessment in June 2024 • P- Plan to collect and analyze data, then have the final report done before the due date
<ul style="list-style-type: none"> • P- Will work with a research partner to determine a statistic • P- will conduct interviews using a survey instrument to collect and analyze data • P- Conducted outreaches • I- In 2022, they counted 6,162 who accessed food, clothing, through 32 welcome and resource center
<ul style="list-style-type: none"> • P- It is a ongoing work with DHHS since 2020
B. Reporting Requirements
<ul style="list-style-type: none"> • P- All estimate numbers are provided • P- Proposed to include the required information in the final report
C. Reports
<ul style="list-style-type: none"> • P- They will track and record data according to the required report • P- They will follow the timeline to submit all the required reports
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P- Workplan attached
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

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 Facilitator for this RFP.*

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<p>1. Is the Bidder's organization identified as a CBO as defined by the RFP's Terms and Definitions?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Did the Bidder describe the Bidder's CBO:</p> <ul style="list-style-type: none"> • Provided CBO description 	
<p>2. Does the Bidder have a Research Partner as defined by the RFP's Terms and Definitions?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.</p> <ul style="list-style-type: none"> • Provided partner name, contract information, and commitment letter 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Legal and business advisory firm working at the intersection of law and commerce and focuses on systemic changes• Did not provide RFP-relevant experience• Projects listed offered no details or explanation of how each might be connected to RFP
2. Subcontractors
<ul style="list-style-type: none">• Fourteen noted: 12 as members of Advisory Council, one program manager, one engagement director
3. Litigation
<ul style="list-style-type: none">• None indicated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: May 1 & 6, 2024

EVALUATOR NAME: Richard Henning

EVALUATOR DEPARTMENT: Division of Contract Management

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> Community of focus (CoF): multi-generational Black/African American community Offered rationale and supporting stats and narrative for selected CoF
<ul style="list-style-type: none"> Research partner not listed as a subcontractor in Qual & Experience Form, while Advisory Council members are
<ul style="list-style-type: none"> Noted one individual as program manager Noted a data systems partner that is not listed as a subcontractor in Qual & Experience Form Proposed a consent-based decision-making process, where consent is achieved when all team members agree that the proposed course of action is appropriate and a final decision-maker rules if consent is not achieved
<ul style="list-style-type: none"> Plan provided, with milestones acknowledged
<ul style="list-style-type: none"> Defined methodology for arriving at sample size Proposed research approach combines literature reviews, surveys, focus groups (three regions, with age breakdown), and town halls
<ul style="list-style-type: none"> Met requirement
B. Reporting Requirements
<ul style="list-style-type: none"> Met requirement
<ul style="list-style-type: none"> Acknowledged requirement to include 2.a-g in final report
C. Reports
<ul style="list-style-type: none"> Met requirement
<ul style="list-style-type: none"> Met requirement
2. Implementation - Work Plan
<ul style="list-style-type: none"> Met requirement, providing a detailed Gantt chart
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

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1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder describe the Bidder’s CBO:	
<ul style="list-style-type: none"> • Yes, the bidder described the bidder’s CBO. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Yes. The bidder provided the name and contract information of the research partner as well as the attached letter of commitment from the research partner. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • I: The bidder is a legal and business advisory firm. • Q/N: Did not provide much description on skills pertinent to the specific work, any special or unique characteristics of the organization to perform the required work activities. • P: The bidder is a CBO. • P: Provided information regarding projects that occurred in the last 5 years. • Q: How did the projects in the last 5 years provide experience to perform duties required in this RFP? • N: project descriptions do not have a lot of detail to showcase what was done and how it would translate to this project.
2. Subcontractors
<ul style="list-style-type: none"> • P: Provided information needed for subcontractor sections (i.e., name, contact, address, phone number and email). • N: Some of the organizational capacity and qualification sections lacked detail. For example, some only consisted of one sentence which does not provide detail on how the individual would be an asset to this project.
3. Litigation
<ul style="list-style-type: none"> • P: No litigation noted.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P: Bidder identified community of focus. • P: Provided insight and detail into generational status. • P: Bidder provided statistics into the community of focus and the need for such project.
<ul style="list-style-type: none"> • P: Bidder notes currently organizations they plan to collaboratively work with.
<ul style="list-style-type: none"> • P: Identifies FTE staff person and additional staff that would be working on the project. • P: Bidder will be using consent-based decision-making principles. • P: identifies potential partner for data systems and infrastructure.
<ul style="list-style-type: none"> • No comments. Bidder provided sufficient detail regarding milestones.
<ul style="list-style-type: none"> • P: Determines statistically significant sample size. • P: Bidder will be using a multi-modal research approach. • P: Bidder plans to use a multi-level community approach for community engagement. • P: Research partner will be analyzing data gathered. • Q: Does Bidder know what statistical analyses will be run to analyze the data gathered? • N: Did not provide much detail into how Bidder would be analyzing data.
<ul style="list-style-type: none"> • P: Bidder has previous history contributing to SHIP. • P: Bidder plans to meet with the Department about on-going activities and plans to collaborate with Department to ensure the work informs the next SHIP and CHNA.
B. Reporting Requirements
<ul style="list-style-type: none"> • Met requirements and provided estimate/target. • P: Bidder notes they will provide ongoing reporting on their performance relative to the targets outlined.
<ul style="list-style-type: none"> • P: Provides information regarding final reports and included what research modality will be applicable to the results of each finding that is required.
C. Reports
<ul style="list-style-type: none"> • P: Had a predetermined project-management tool to track deliverables.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

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BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: Eligibility review – 5/1/24, 5/6/24

EVALUATOR NAME: Lane Simsarian

EVALUATOR DEPARTMENT: Office of Population Health Equity, ME CDC

<ul style="list-style-type: none">• N: Does not describe in detail how Bidder will track and record Progress Reports, Survey instruments and Final statewide CLNA report. Rather gives a broad overview.
--

<ul style="list-style-type: none">• Met requirements- no comments.
--

2. Implementation - Work Plan

<ul style="list-style-type: none">• P: Provided Gantt Chart to show timeline of tasks.• P: In-depth timeline showing task, who is responsible, who is consulted and informed, start date, due date, and duration.
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Part IV, Section IV. Cost Proposal

<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

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 Facilitator for this RFP.*

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes: a. Appendix C (Eligibility to Submit Bids Form)	
All interested parties who, 1) identify as a Community-Based Organization (CBO); and 2) have a pre-determined a Research Partner (both as defined by this RFP’s Terms/Acronyms with Definitions) are invited to submit bids in response to this RFP.	
1. Is the Bidder’s organization identified as a CBO as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder describe the Bidder’s CBO: <ul style="list-style-type: none"> • P- CBO described. 	
2. Does the Bidder have a Research Partner as defined by the RFP’s Terms and Definitions?	☒ Yes ☐ No
Did the Bidder provide the name and contract information of the Research Partner and attach a letter of commitment from the Research Partner. <ul style="list-style-type: none"> • P- Document provided. 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P- It is a Community Based Organization started in 2020• P- provide six examples of projects
2. Subcontractors
<ul style="list-style-type: none">• P- Subcontractors listed and met the requirement
3. Litigation
<ul style="list-style-type: none">• P- No litigation occurred

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402012

RFP TITLE: Statewide Community Led Needs Assessment

BIDDER NAME: Providentia Group PLLC

COMMUNITY OF FOCUS: Multi-generational Black Community

DATE: 5/1/2024

EVALUATOR NAME: Grace Gracia Tezo

EVALUATOR DEPARTMENT: OPHE, ME CDC

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. General Requirements
<ul style="list-style-type: none"> • P- Multi-generational Black/African American communities is the proposed community of focus
<ul style="list-style-type: none"> • P- They are collaborating with different partner organizations/groups and aim to continue the work • I- CLNA Gantt Chart provided
<ul style="list-style-type: none"> • I- Staffing and governance plans described. • P- Will use Skylight Digital for all data related
<ul style="list-style-type: none"> • P- Met the requirement
<ul style="list-style-type: none"> • I- An estimate statistics provided. • P- A research analyst will work on data • P- They have worked with the department and would like to collaborate
B. Reporting Requirements
<ul style="list-style-type: none"> • Estimated number of metrics provided
<ul style="list-style-type: none"> • I- Detailed description provided to use for the final reports
C. Reports
<ul style="list-style-type: none"> • P- They will use Asana system to complete the required reports • P- They plan to submit the required reports in the timelines
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Work Plan attached
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none"> •



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402021
RFP TITLE: Statewide Community Led Needs Assessment

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

Richard Henning

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Signature

Apr-29-2024

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402021
RFP TITLE: Statewide Community Led Needs Assessment

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

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DocuSigned by:

Lane Simsarian

58FC689A22EE410...

Signature

Apr-30-2024

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402021
RFP TITLE: Statewide Community Led Needs Assessment

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

Grace Tezo

F8D4367BA835485...

Signature

Apr-30-2024

Date