

APPENDIX I

State of Maine
Department of Health and Human Services
Office of Behavioral Health
NOTICE OF INTENT TO BID FORM
RFP# 202402036

Driver Education and Evaluation Programs (DEEP) Support Services

Bidder's Organization Name:		AdCare Educational Institute of Maine, Inc.	
Chief Executive - Name/Title:		James Gorske	
Tel :	508-752-7313	E-mail:	jim@adcare-educational.org
Headquarters Street Address:		255 Park Ave, Suite 600	
Headquarters City/State/Zip:		Worcester, MA 01609	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Scott M Gagnon	
Tel :	207 520-0293	E-mail:	sgagnon@adcareme.org
Street Address:		6 E Chestnut Street, Suite 101	
City/State/Zip:		Augusta, ME 04330	

Provide a brief description of the Bidder's experience and ability to perform the work required within this RFP.
AdCare Educational Institute of Maine, Inc. is the current and incumbent provider of the DEEP Support Services described in this RFP. AdCare Maine has been the provider of these services for over 20 years. AdCare Maine has provided consistent and reliable services, as well as innovative approaches, designing and implementing the virtual approach to offering these services during the pandemic.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): James Gorske	Title: Executive Director
Authorized Signature: 	Date: 3/6/24

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)

May-03-2024

Via Electronic Mail: sgagnon@adcareme.org

AdCare Educational Institute of Maine, Inc.
Scott M Gagnon
6 E Chestnut Street, Suite 101
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Award under RFP #202402036 Driver Education and Evaluation Programs (DEEP) Support Services

Dear Scott M Gagnon,

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

- AdCare Educational Institute of Maine, Inc.

The Department will be contacting AdCare Educational Institute of Maine, Inc. 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 AdCare Educational Institute of Maine, Inc. AdCare Educational Institute of Maine, Inc. 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).

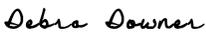
Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:

EFD18D286BE941B...

Adrienne Leahey
Chief Operating Officer
Office of Behavioral Health

DocuSigned by:

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER: AdCare Educational Institute of Maine, Inc.

DATE: April 30, 2024

ISUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Adrienne Leahey, Anna Ko, Jennifer Holcomb, Leticia Huttman, and Allison Weeks

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30.00	N/A
Section III. Proposed Services	40.00	N/A
Section IV. Cost Proposal		
a. Cost Proposal	25.00	N/A
b. Budget Narrative	5.00	N/A
Section IV Total	30.00	N/A
<u>Total Points</u>	100.00	N/A

**The Department awards AdCare Educational Institute of Maine, Inc. as the Sole Bidder.
The Proposal was evaluated by the Evaluation Team but not scored.**

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**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

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

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none">• In business since 1992, with Maine-based AdCare Maine incorporated as a 501(c)(3) in May 2000• Has provided the services of RFP to the State since 1996• Evaluation Team notes the Bidder's reference to SAMHS rather than OBH suggests a degree of complacency in response• Staff has current Prime for Life certification• States having 1.0 FTE program manager, who has been in this role coordinating DEEP Support Services for more than 25 years• Bidder shows qualification to conduct training, technical assistance, and program management services in promoting public and professional awareness of serious health issues including substance use, behavioral health, and public health• Provided three projects with all related to RFP
2. Subcontractors	<ul style="list-style-type: none">• None
3. Organizational Chart	<ul style="list-style-type: none">• Provided
4. Litigation	<ul style="list-style-type: none">• None indicated
5. Financial Viability	<ul style="list-style-type: none">• Provided three years of financials
6. Certificate of Insurance	<ul style="list-style-type: none">• Provided, noting general liability

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**EVALUATION OF SECTION III
Proposed Services**

Evaluation Team Comments:

Evaluation Team notes Bidder's response relies on experience and current practice

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> • Proposed scheduling 11-12 Risk Reduction Program classes to meet the monthly 350 seat requirement, with a class maximum of 35 participants • Proposed scheduling one or two classes per month for participants under age of 21, with capacity for 30 participants • Proposed a clear process to secure adequately sized locations • Noted use of multiple Zoom accounts, ensuring links are sent the week prior to the meeting • Bidder did not acknowledge Department's role in distributing link to NEEDS Assessment (Amendment 1, revising 4.c) • Bidder did not address providing all completed NEEDS Assessments to the Department within seven calendar days of completion • Bidder did not acknowledge requirement to notify Department of course completion (Amendment 1, revising 5.b) • Bidder did not address providing all completed JASAE Assessments to the Department within seven calendar days of completion • Response to A.6, met requirements
B. Administrative Requirements
<ul style="list-style-type: none"> • Bidder did not address complying with requirements of accessibility, and effective communication requirements, including all relevant regulations of the Civil Rights Act, Americans with Disabilities Act, Section 504, Rehabilitation Act of 1973 and Section 1557 of the Patient Protection and Affordable Care Act • Bidder did not address B.1.a.iii • Response to B.2, and B.3, met requirements
C. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> • Evaluation Team notes that proposal indicates Bidder acknowledging compliance with past/current regulations, but it is not clear if Bidder intends to stay current as guidance evolves • Response to C.2, C.3, and C.4, met requirements
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none"> • Proposed three dedicated administrative staff during business day

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- Bidder did not specify the staff availability hours for reduced weekend coverage hours, aside from the program manager being "on call" during weekends when DEEP classes are held
- Noted employment of 25 per diem employees serving as PFL Instructors to cover the RRP and Under 21 classes
- Instructors are located throughout Maine
- Proposed coordinating with PRI to plan and hold annual PFL New Instructor training and continuing education, with routinely scheduling back-to-back iterations in the fall
- Noted that it requires lead instructors to have five years' experience in training and education and five years' experience in substance use treatment or prevention
- Noted that it requires co-instructors to have three years' experience in training and education and five years' experience in substance use treatment or prevention
- Evaluation Team notes Bidder's use of the outdated term "substance abuse"
- Response to D.5, met requirement

E. Quality Assurance and Quality Review Plan

- Did not address Department approval of survey
- Response to E.2, met requirement

F. Performance Measures

- Met requirement

G. Reports

- Response to G.1, and G.2, met requirements

2. Staffing

- Job descriptions not provided for associate executive director and training support coordinator
- Bidder described separate experience qualifications for lead instructors and co-instructors; these delineations are not included in the job descriptions
- Does not intend to utilize subcontractors
- Noted that support coordinator will be a full-time Bidder employee, who will also support other Bidder contracts
- Evaluation Team notes that Bidder proposes an additional 0.25 FTE which seems to provide redundancy to a role already providing the service, i.e., associate executive director. Justification for position not clear
- Did not provide weekend coverage hours for staff

3. Implementation - Work Plan

- Bidder's work plan included focus on regular program operational tasks, with no program development and implementation tasks listed, e.g., no task included regarding Department approval of the quality assessment survey

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**EVALUATION OF SECTION IV
Cost Proposal**

Cost
\$1,669,139.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• 2.5 percent increase over existing contract• No cost sharing included• Office supply, travel, and site costs appear high |
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**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 04/29/2024

EVALUATOR NAME: Jenn Holcomb

EVALUATOR DEPARTMENT: DHHS / OBH / DEEP

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 IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• P. Included
2. Subcontractors
<ul style="list-style-type: none">• Q. Need to review again.
3. Organizational Chart
<ul style="list-style-type: none">• P. Included
4. Litigation
<ul style="list-style-type: none">• Q. Need to review again.
5. Financial Viability
<ul style="list-style-type: none">• Included
6. Certificate of Insurance
<ul style="list-style-type: none">• Included

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DATE: 04/29/2024

EVALUATOR NAME: Jenn Holcomb

EVALUATOR DEPARTMENT: DHHS / OBH / DEEP

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> • Q. No weekend classes when a holiday falls on a Monday or Friday? • P. Describes process including alternative dates. • P. Providing links a week ahead of class. • Q. Time frame needed for virtual course completion. • Q. Time frame needed for virtual course completion. • P. Plan to digitize and be in compliance with HIPAA. Q. CFR 42?
B. Administrative Requirements
<ul style="list-style-type: none"> • P. Plan for virtual and in person classes. • I. Cites use of Prime for Life Curriculum. • Q. Rescheduling plan shifts all responsibility to DEEP; needs discussion.
C. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> • Q. Time frames and CFR 42 (to be consistent with 6a). • P. Outlines plan and annual training. • P. Notification immediately; plan for DEEP not available to report to. • Q. Is investigation process outline needed?
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none"> • Q. New position of Support Coordinator. • Q. Is support coordinator in place or addition to the 25th instructor? • P. Holds annual training. • Q. New hire / instructor vetting? • Q. Frequency of monitoring plan?
E. Quality Assurance and Quality Review Plan
<ul style="list-style-type: none"> • P. Plan for virtual and in person classes. • I. Come back to this. Another question of "how".
F. Performance Measures
<ul style="list-style-type: none"> • Q. Will feedback be provided?
G. Reports
<ul style="list-style-type: none"> • P. Description of data elements for each report.
2. Staffing
<ul style="list-style-type: none"> • P. Includes organizational chart and job descriptions. • Q. Was this included. • I / Q. Explained as staff redundancy and new position.

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EVALUATOR DEPARTMENT: DHHS / OBH / DEEP

3. Implementation - Work Plan
<ul style="list-style-type: none">• Q. Complete representation? Elements may be missing.

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

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RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 4/25,26,29/24

EVALUATOR NAME: Leticia Huttman

EVALUATOR DEPARTMENT: DHHS

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 IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none"> • Experience with relevant DHHS contracts • 30 + years experience • Experienced staff • Current provider (3589 participants in FY23) • Experience with DEEP instructors 	
2. Subcontractors	
<ul style="list-style-type: none"> • N/A 	
3. Organizational Chart	
<ul style="list-style-type: none"> • Several positions have incumbents 	
4. Litigation	
<ul style="list-style-type: none"> • None listed 	
5. Financial Viability	
<ul style="list-style-type: none"> • Independent auditor reposts included 	
6. Certificate of Insurance	
<ul style="list-style-type: none"> • Valid through 7/24 	

**STATE OF MAINE
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DATE: 4/25,26,29/24

EVALUATOR NAME: Leticia Huttman

EVALUATOR DEPARTMENT: DHHS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> Creates schedule for quarter avoiding holidays and including inclement weather plan.
<ul style="list-style-type: none"> Met criteria – will use university and other training sites, deposits to hold site
<ul style="list-style-type: none"> Met criteria – would account for holidays with link distribution
<ul style="list-style-type: none"> Would use Fed Ex for in person class answer sheets DHHS would have access to account for virtual assessments Q- plan for when certificate of DEEP completion is given to participant?
<ul style="list-style-type: none"> Q – plan for when certificate of DEEP completion is given to participant? Proposes use of FED EX for in person answer sheets and Dept. access to account for virtual assessments
<ul style="list-style-type: none"> Would continue to use same protections that are currently in use
B. Administrative Requirements
<ul style="list-style-type: none"> Addresses language accessibility for both in person and virtual classes.
<ul style="list-style-type: none"> Bidder agrees to comply
<ul style="list-style-type: none"> Sample training schedule includes range of locations and mix of virtual/in-person Q- does proposed in-person schedule meet need OBH has seen? Cancellation process includes review of roster to consider travel needs
C. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> would continue to use current processes.
<ul style="list-style-type: none"> Bidder agrees to comply and would do annual staff training.
<ul style="list-style-type: none"> Meets criteria
<ul style="list-style-type: none"> Meets criteria and agrees to send investigation documents to Department
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none"> Identifies staffing contingencies plan for staff outages as well as staff for investigation
P- has been holding annual new instructor and CE trainings
<ul style="list-style-type: none"> P- has capacity currently P- mentoring process P- monthly quality review meetings I- newsletter support
<ul style="list-style-type: none"> P- Bidder proposal exceeds RFP experience requirements
<ul style="list-style-type: none"> QA plan includes observation of instructors in class and recordings

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EVALUATOR DEPARTMENT: DHHS

E. Quality Assurance and Quality Review Plan
<ul style="list-style-type: none">• Meets criteria• P-use data to inform training and coaching
<ul style="list-style-type: none">• proposes continuing current process• P – focus on instructor development• P – instructors observed multiple times annually• Use some PFL developed materials and plans for QA
F. Performance Measures
<ul style="list-style-type: none">• Utilize surveys distributed at the end of class; staff would compile survey data
G. Reports
<ul style="list-style-type: none">• Bidder agrees to comply and maintain on site records
2. Staffing
<ul style="list-style-type: none">• Meets qualifications• N/A – no subcontractors• Meets requirements with experienced staff.• Weekend coverage addresses through multiple staff
3. Implementation - Work Plan
<ul style="list-style-type: none">• Workplan addresses requirement• Q- are anonymous participant evaluation links unique?
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">•

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BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 4.17.24 – 4.18.24

EVALUATOR NAME: Anna Ko

EVALUATOR DEPARTMENT: Office of Behavioral Health

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Bidder stated that they are an Augusta Maine based non-profit corporation and provide a broad range of services under contracts and agreements with Maine CDC (Center for Disease Control and Prevention), Maine OBH (Office of Behavioral Health), Office of Governor Janet Mills & SAMHSA (Substance Abuse and Mental Health Services Administration).• Bidder stated that they are the current provider of substance use prevention workforce development services for Maine CDC.• Bidder is incumbent for this service.• Bidder described current training, technical assistance and workforce development services work through a contract with Maine OBH.• Bidder described providing public health preparedness and disaster behavioral health services through a contract with Maine CDC.• Bidder described a cooperative agreement held with SAMHSA to house and operate the Prevention Technology Transfer Center for “HHS Region 1”, which covers Maine, New Hampshire, Vermont, Rhode Island, Connecticut and Massachusetts. With the intent of providing training and technical assistance to the prevention field in New England, in order to increase the uptake and implementation of prevention science in prevention services.• Bidder stated that they also provide the conference and event logistics services for the annual Opioid Response Summit and Summit Seminar Series.• Bidder stated that they are the current provider of “problem gambling services” through a contract with the Maine CDC. This contract includes coordination of the Maine Gambling Addiction Treatment Network; managing of gambling self-exclusion sites; implementation of “problem gambling awareness campaigns”; provision of education and continuing education for the behavioral health

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EVALUATOR NAME: Anna Ko

EVALUATOR DEPARTMENT: Office of Behavioral Health

workforce on prevention and treatment of gambling addiction; and building of recovery supports.

- Bidder stated that they also have a contract with Maine CDC for provider training and workforce development services for Maine’s “addiction prevention workforce”.
- Bidder stated that they have been doing business within the State since 1992; and in its earliest years operated as a Maine-based program division of the AdCare Educational Institute, Inc. (AdCare MA), a Massachusetts based 501(c)(3) that was established in 1986. Bidder stated that as Maine’s programs grew, their Board and Executive Leadership elected to establish AdCare Maine as a separate fully incorporated Maine-based 501(c)(3) organization, which was completed May 2000.
- Bidder described AdCare MA & AdCare Maine as two parts of a larger coordinated organization, although both are still technically separate corporate entities. Bidder stated that their Executive Director manages both organizations and that their Associate Executive Director is the head of staff and operations in Maine. Bidder stated that both organizations (AdCare MA & AdCare Maine) operate according to the same policies and procedures for fiscal, accounting, personnel, and key administrative procedures.
- Bidder stated that AdCare MA has maintained contractual relationships with the Commonwealth of Massachusetts, Dept. of Public Health since 1989 for provision of training and educational services for public and behavioral health. Bidder stated that annually, they train approximately 15,000 people in a variety of education and conference settings, and coordinate over 400 events.
- Bidder stated that their average length of employment is 21 years.
- Bidder stated that their annual budget for AdCare MA & AdCare Maine for FY 2022-2023 was just over \$11,000,000 combined.
- Bidder stated that, including the DEEP instructors, they employ over 40 staff to work on the projects outlined.

Project 1:

- Bidder referenced their work with the Department for their DEEP (Driver Education and Evaluation Programs) Support Services contract.
- Bidder stated that they have been the provider of DEEP Support Services since 1996; and have developed a ‘fine-tuned process’ for service coordination in light of program utilization growth, which includes quality assurance protocols to ensure ‘high quality’ DEEP classes.
- Bidder described their “nimbleness” in provision of DEEP education services when the COVID-19 pandemic required cancellation of all in-person DEEP classes (March 2020). Bidder stated that they were able to quickly adapt and

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EVALUATOR NAME: Anna Ko

EVALUATOR DEPARTMENT: Office of Behavioral Health

innovate and held their first virtual DEEP classes in less than 60 days in early May.

- Bidder stated that they currently employ “a number of staff” to provide services, and the bulk of the staff are DEEP Prime for Life Instructors.
- Bidder stated that they currently employ 25 per diem individuals as DEEP Instructors; who are certified to teach the curriculum through the program developer, Prevention Research Institute (PRI). Bidder stated that these Instructors teach both the adult and Under 21 classes.
- Bidder stated that their Instructors are directed to attend continuing education training provided by PRI at least bi-annually, although stated that most will attend every year.
- Bidder stated that their Instructors are located throughout the state ensuring flexibility for class locations; and that, since the pandemic, they have also trained DEEP Instructors to teach both in-person and virtual classes.
- Bidder stated that they (AdCare Maine) currently employ 1.5 FTE to coordinate DEEP services. Bidder stated that they have a 1.0 FTE program Manager, who has been in this role coordinating DEEP Support Services for over 25 years.
- Bidder stated that their Program Manager schedules classes at least three months in advance; ensures classes are spread geographically for both adult and Under 21 classes, including adequate scheduling of virtual classes; and, once booked, provides the list of classes to the DEEP office.
- Bidder stated that their Program Manager also works with the Department to ensure any special needs or requirements of DEEP clients, ensuring any additional supports or accommodations needed.
- Bidder stated that their Program Manager will also only schedule DEEP classes at sites that are compliant with the ADA (Americans with Disabilities Act).
- Bidder described the Program Manager’s work of scheduling and assigning instructors, including her regular communication with Instructors and availability by text and phone when classes are held on weekends. Bidder stated that their Program Manager also ensures notification if classes need to be cancelled due to the weather.
- Bidder described the Program Manager’s work of coordinating evaluation of classes and instructions, and coordination of DEEP Instructor documentation and logs. Bidder also described the Program Manager’s work in ensuring needed equipment for classes.
- Bidder stated that their Program Manager also orders PRIME for Life workbooks and attends the annual New Instructor Training and Continuing Education trainings coordinated by PRI in Maine.

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EVALUATOR DEPARTMENT: Office of Behavioral Health

- Bidder stated that they maintain multiple record files at their offices, including those related to class implementation, evaluations, and records on certification and training for Instructors.
- Bidder stated that their Program Manager coordinates a “well calibrated and thoughtfully designed system for coordinating DEEP Support Services”. Bidder stated that their system facilitates offering over 150 DEEP classes per year, serving 3,500 – 4,000 clients a year.
- Bidder stated that their one .5 FTE is a Quality Assurance Manager, whose role “is to employ a number of protocols to gauge and work on quality improvement for delivery of the Prime For Life curriculum.” Bidder stated that this work includes observing and recording all DEEP Instructors over the course of a year; providing one-on-one coaching and technical assistance for Instructors; and creation of a quarterly newsletter with tips and guidance for all AdCare Maine DEEP Instructors.
- Bidder stated that their Quality Assurance Manager also attends the annual New Instructor and Continuing Education trainings coordinated by PRI in Maine; allowing the Quality Assurance Manager more “face time” and coaching opportunities with Instructors.
- Bidder stated that both the Program and Quality Assurance Managers regularly review evaluations and Instructor logs from DEEP classes.
- Bidder stated that their Program Manager, Quality Assurance Manager and AdCare Associate Executive Director regularly meet to discuss any quality review items needing attention (frequency of ‘regular meetings’ was not described).
- Bidder stated that, in addition to their Associate Executive Director’s role in the Quality Review Plan, the Assoc. Exec. Dir. also has additional hours in the contract for supervision provision to the Program Manager and Quality Assurance Manager. This includes provision of additional support for coordination of services, including backup availability on after hours and weekends.

Project 2:

- Bidder referenced their 15 years of work with the Maine CDC for provision of training and technical assistance for Maine’s Student Intervention and Reintegration Program (SIRP).
- Bidder stated that this program also utilizes the Prime for Life Curriculum, through a shorter 12-hour version; and this program serves as an intervention program for adolescents who violate school substance use policies and/or are juvenile-justice-related.

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- Bidder stated that this contract was originally a part of their Behavioral Health Workforce Development contract with the (then) Maine Office of Substance Abuse; and was later split off in 2018 into the current Prevention Workforce Development Services Contract with the Maine CDC. Bidder stated that they have held this contract with the Maine CDC since 2018.
- Bidder stated that SIRP was traditionally implemented by community prevention organizations. Bidder stated that their role is to provide training and technical assistance to these organizations to ensure program implementation fidelity, as defined by the Prime for Life curriculum developer, Prevention Research Institute (PRI).
- Bidder stated that they, Maine CDC and PRI collaborated to create a shorter version of the curriculum, called Universal Prime (UP); a 4-6 hour program serving as a universal prevention education curriculum that could be provided to broad populations in schools, e.g., in health classes.
- Bidder described the training and technical services for SIRP and UP: workbook ordering and delivery; arranging annual Instructor and recertification trainings; consult to new SIRP/UP sites; matching of veteran sites with new sites for mentoring assistance; acting as conduit between SIRP/UP sites and PRI; assisting SIRP/UP sites with evaluation; partnering with Maine CDC for SIRP/UP site visits; convening and facilitating quarterly networking and technical assistance meetings with all SIRP/UP sites statewide; provision of one-on-one technical assistance through phone calls, e-mails, etc.; and entering into Technical Assistance/Fidelity MOUs with SIRP/UP sites.
- Bidder stated that in addition to their technical assistance services, they have also coordinated statewide offerings of SIRP virtual classes since 2019, funded through the State Targeted Response (STR) and State Opioid Response (SOR) funds as a prevention strategy for addressing the opioid crisis.
- Bidder stated that the offerings were a mix of some classes scheduled for a specific locality or region in Maine, for example, provided to a school district with multiple school policy violations.
- Bidder stated that other classes were also scheduled to be “truly open” to any adolescent across the state that needed to complete a class.
- Bidder stated that their staff were responsible for scheduling classes, setting up ZOOM links, posting and sharing links with referral sources, and conducting all evaluation and quality assurance activities.
- Bidder stated that they continue to implement their offerings via their ongoing contract with Maine CDC.

Project 3:

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- Bidder referenced their work with the Portland Recovery Community Center (PRCC) in their development and provision of a series of trainings for PRCC and the network of Maine Community Recovery Centers, which derived from Prime For Life curriculum.
- Bidder stated that this training was a 3-hour training that was informed and inspired by the PFL curriculum, with support from the PFL developer; entitled, “Family Influence: Prevention Begins When We Start Talking and Listening”.
- Bidder stated that the presentation was for parents and family members who were connected to the community recovery centers network across the State; and was coordinated by PRCC.
- Bidder stated that they, PRCC staff and the Prevention Research Institute (PRI) worked together to develop a training utilizing PFL content to help parents and caregivers support family members across the age span with prevention strategies for alcohol, cannabis, opioids and other substances.
- Bidder stated that this class was offered virtually 8 times from 2020 through 2023.

2. Subcontractors

- Stated “None”.

3. Organizational Chart

- Provided, seems to be inclusive of both AdCare MA and AdCare Maine.

4. Litigation

- Wrote “none”.

5. Financial Viability

- Bidder provided consolidated financial statements with supplementary information for June 30, 2023 and 2022, including an independent auditor’s report.
- Bidder provided consolidated financial statements with supplementary information for June 30, 2022 and 2021, including an independent auditor’s report.

6. Certificate of Insurance

- Bidder submitted their certificate of liability insurance on a standard ACORD form.
- Form includes valid insurance for: commercial general liability; automobile liability; umbrella liability; workers compensation and employers’ liability; and “cyber” insurance.

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Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> • Bidder stated that they will “schedule out enough classes, in-person and virtual” each quarter to ensure there is enough capacity to satisfy the goal of serving 350 adult clients and 30 Under 21 clients per month. • Bidder stated that they will review each month to determine which weekends, weekdays and evenings are available to hold a class; and that in general, classes are not scheduled on or around significant holidays such as New Year’s Eve, Christmas, Thanksgiving, Easter, Memorial Day Weekend, Independence Day and Labor Day. • Bidder stated that during winter months, adjustment of scheduled classes are sometimes necessary if a forecasted weather event might impact the safety of clients and staff. Bidder stated that this will always done in communication and collaboration with the Department. • Bidder stated that in person class dates will be determined/scheduled first and then virtual classes will be planned around the in-person dates. • Bidder stated that approximately 11-12 Risk Reduction Program classes will be scheduled to meet the monthly 350 seats required; with a class maximum of 35 participants. • Bidder stated that one to two classes per month will be scheduled for under 21 classes, to provide enough capacity for 30 Under 21 Clients per month.
<ul style="list-style-type: none"> • Bidder stated that training sites are selected based on location, budget, classroom size, and whether the location meets the requirements for accessible space. • Bidder stated that when appropriate, university settings and alternative event spaces (such as meeting facilities) will be considered, as long as they meet the stated criteria. • Bidder stated that their Program Manager will contact the training site to request dates; the facility will confirm if dates are available or suggest alternate dates, if needed; a written agreement is created between the Bidder and the training facility confirming scheduled dates; and deposits to the facility will be made to hold the specific dates, if required.
<ul style="list-style-type: none"> • Bidder stated that Zoom links for virtual classes beginning on Friday evening will be sent the previous Friday. • Bidder stated that if a holiday falls on the Friday that links would be sent, the Zoom links will be sent on Thursday instead.

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<ul style="list-style-type: none">• Bidder stated that Zoom links for weekday or evening classes beginning on Monday will be sent the previous Monday; and if a holiday should fall on that Monday when links would be sent, they will send the links out on the previous Friday, instead.• Bidder stated that they maintain multiple Zoom accounts specifically for PFL Instructors and the DEEP Support Services program.
<ul style="list-style-type: none">• Bidder stated that the NEEDS Assessment for in person courses will be completed on the last day of class; with the 130 question multiple-choice survey's corresponding answer sheet provided to students to complete in class.• Bidder stated that the answer sheets are collected at the end of class and sent to the DEEP office along with the attendance roster, via FedEx.• For 4.c. – Amendment 1 changed the language, however, the Bidder did not take this change into consideration in their response.<ul style="list-style-type: none">○ Bidder stated that a link to the NEEDS assessment will be sent to participants that have completed all sessions of a virtual class via email. Bidder stated that the completed NEEDS Assessments are collected by ADE, Inc., in an account accessible to the Department.• Bidder did not address providing all completed NEEDS Assessments to the Department within 7 calendar days of completion.
<ul style="list-style-type: none">• Bidder stated that the JASAE Assessment for in person courses will be completed on the last day of class, with the multiple-choice survey's corresponding answer sheet provided to students to complete in class. Bidder stated that answer sheets are collected at the end of class and sent to the DEEP office with the attendance roster.• For 5.b. – Amendment 1 changed the language, however, the Bidder did not take this change into consideration in their response.<ul style="list-style-type: none">○ Bidder stated that for virtual courses, a link to the JASAE Assessment will be sent via email to participants that have completed all sessions of a virtual class. Bidder stated that the completed JASAE Assessments are collected by ADE, Inc., in an account accessible to the Department.• Bidder did not address providing all completed JASAE Assessments to the Department within 7 calendar days of completion.
<ul style="list-style-type: none">• Bidder stated that they will maintain all client records for each DEEP class for a minimum of one year after submission to the department.• Bidder stated that records will be scanned, digitalized and stored on AdCare's secured and password protected servers, in order to maintain confidentiality of all records and to ensure compliance with Federal HIPAA regulations.

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- Bidder stated that, after being digitalized and secured, any paper copies of records will be shredded.
- Bidder stated that as the incumbent provider, they have followed these guidelines for client records for many years, without any incidents of information being compromised.

B. Administrative Requirements

- Bidder stated that they will work closely with the Department’s DEEP office to identify and coordinate needed language accessibility accommodations for DEEP Clients.
 - Bidder stated that, as the DEEP office identifies these needs during the intake and scheduling process of Clients into classes, the Bidder’s staff will assist with the logistics of identifying the appropriate interpreting services and working with the identified interpreter to set up the logistics for provision of interpreting services.
 - Bidder stated that for virtual classes, this would entail ensuring the interpreter has the date and time of classes, link for the class and then ensuring proper setting are enabled in the Zoom “room” to allow for interpreting services to be delivered.
 - Bidder stated that for in-person classes, their staff will ensure the interpreter has information on the date, time and location of the class where interpreting services need to be provided, and staff will provide any additional needed logistics at the location to ensure services can be provided.
 - Aside from mention of working closely with the Department’s DEEP office to identify and coordinate language accessibility accommodations, the Bidder did not address complying with all language access, accessibility, and effective communication requirements, including all relevant regulations of the Civil Rights Act, Americans with Disabilities Act, Section 504, Rehabilitation Act of 1973 and Section 1557 of the Patient Protection and Affordable Care Act.
- Bidder stated that they will comply with the current DEEP Procedure Manual in their implementation of DEEP Support Services.
 - Bidder stated they will comply with Section C (1a-b) in the provision of services for Under 21 DEEP Clients. Bidder stated in regard to this section, they will schedule and hold Under 21 classes that utilize the Under 21 Prime For Life curriculum, as required by the department. Bidder stated that for Section C, 1b, they will administer the JASAE Survey assessment at the end of each Under 21 class.
 - Bidder stated they will comply with Section D (1a-b) for provision of services for adult DEEP Clients. Bidder stated they will schedule and hold adult Risk

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<p>Reduction Program classes utilizing the associated Prime For Life curriculum. Bidder stated they will also administer the NEEDS Survey assessment at the end of each Risk Reduction Program class.</p>
<ul style="list-style-type: none">• Bidder stated that they will follow the schedule in Table 1 for submission of 90 day schedules to the Department for each quarter.• Bidder stated that once their 90-day schedules are finalized, they will email them to the appropriate program contacts at the Department’s DEEP office.• Bidder stated that they will proceed with the submitted schedule upon Department approval, at which point they will finalize site agreements with sites where in-person classes will be held. Bidder stated that, additionally, they will also initiate setting up ZOOM rooms for virtual classes.• Bidder provided a sample 90-day training schedule (Attachment 7), indicating dates and times, site, location and class max size.• Bidder provided Attachment 8 – their process for course cancellation notifications and subsequent rescheduling. Bidder provided their steps prior to class cancellation (e.g., monitoring weather reports daily and monitoring class roster and participant traveling distances in regard to impending weather).<ul style="list-style-type: none">○ Bidder stated that once a decision on cancelling a class has been made, their Program Manager will communicate to the Department that they decided to cancel the class, including the reason for communication. Bidder stated that the Program Manager will then immediately send communication to TV and radio outlets in order to have the DEEP class cancellation added to media weather cancellation notifications.○ Bidder stated that the Program Manager communicates the class cancelation to the site of the cancelled class, to the Instructor assigned to the class, and to the site of the cancelled class to request posting of class cancellation for any participants who miss e-mail and media notifications.○ Bidder did not specify reference to participant notification of the cancelled class, aside from contacting the site to request a posting of the class cancellation. From language, it is assumed that the Bidder will also be contacting participants through e-mail and media notifications of the class cancellation; however, it is unclear.• Regarding Attachment 8’s rescheduling information: Bidder stated that their Program Manager will work with the site of the cancelled class to find available dates for class rescheduling, and the site will then be secured by agreement and/or deposit for the makeup dates. Bidder stated that the Program Manager will reassign DEEP Instructor staff to the rescheduled dates and communicate

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the makeup dates to the Department to allow them to reschedule participants to the makeup date if they are still available.

- In Attachment 8, Bidder also noted that in some cases, a class may need to be cancelled while the class is already in progress, e.g., due to unanticipated worsening weather. Bidder stated that if partial days of a DEEP class need cancelling and rescheduling, the same protocols as outlined would be followed.

C. Confidentiality of Protected Health Information (PHI)

- Bidder stated that they will continue to ensure that all PHI or other individually identifiable information received from the Department, or any other official connected to the DEEP program, is regarded as confidential information and stored and secured appropriately to prevent it from being accessed to anyone outside of Bidder's DEEP staff.
- Bidder stated that they will continue to follow the requirements outlined in the Business Associate Agreement, and as outlined in previous DEEP Support Services contracts.
- Bidder stated that they consider safeguarding of identifiable information as a priority, and this is communicated and integrated into ongoing training for staff working in the DEEP program.
- Bidder stated that any printed materials with PHI are stored in locked filing cabinets, and digitized PHI are stored on Bidder's secured servers, only accessible by key staff assigned to the DEEP Support Services program, the DEEP Program Manager.
- Bidder stated that PHI on any forms or materials that are no longer needing to be stored are destroyed.

- Bidder stated that they will comply with all terms of Maine's Notice of Risk to Personal Data Act.
- Bidder stated that they will ensure key staff for DEEP Support Services are trained annually, at a minimum, to understand the Act and the Bidder's roles and responsibilities under this Act. Bidder stated that this would include the Associate Executive Director, DEEP Program Manager and DEEP Quality Assurance Manager.
- Bidder stated that in the event of a breach of Bidder's information security systems, they would immediately connect with the Department to make notification and work with the Department on making notifications to individuals impacted, or at risk of impact, from the breach.

- Bidder stated that their Associate Executive Director and/or DEEP Program Manager will immediately notify Department staff of the breach.

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<ul style="list-style-type: none">• Bidder stated that they would first attempt to notify the Department’s staff within the DEEP office; if DEEP office staff are not immediately available, the Bidder stated that they would reach out to upper management within OBH to make the breach notification.• Bidder stated that notification would be made, at a minimum, within 24 hours of the breach, but optimally within hours of the breach.
<ul style="list-style-type: none">• Bidder stated that in the event the Bidder is notified of an actual or potential breach of confidential information, Bidder’s program staff would immediately initiate an investigation and Bidder would immediately notify OBH and employ its guidance in the investigation.• Bidder stated that notification, at minimum, would be made within 24 hours; however, it is the Bidder’s goal to be in contact with the Department as immediately as possible, within hours, if achievable given availability of Department DEEP staff.• Bidder stated that their Associate Executive Director and DEEP Program Manager would conduct the investigation, at minimum.• Bidder stated that their staff would document in writing the details of each step conducted in the investigation and include details of what was learned over the course of the investigation; with all documentation sent to the Department.
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none">• Bidder stated that they will have three key staff assigned to the program with the responsibility of being available to meet the needs of DEEP clients.• Bidder stated that their DEEP Program Manager would be primarily responsible for being available to respond to any calls, emails or other communications from DEEP Clients and Instructors.• Bidder stated that their Program Manager maintains regular office hours during business days and on evenings and weekends when DEEP classes are scheduled, the Program Manager makes herself available on an “on call” status, monitoring e-mail and phone communications in order to respond and meet Client needs.• Bidder stated that in addition to the Program Manager role, there is also redundancy through the Associate Executive Director – such that, in the event an Instructor cannot immediately connect with the Program Manager (e.g., Program Manager is out due to illness), they will contact the Associate Executive Director instead to seek assistance with meeting DEEP Client(s) needs.• Bidder stated that they are also including hours for a Support Coordinator, who will support the Program Manager with administrative tasks related to DEEP

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<p>Support Services, and will also be another layer of redundancy to be able to respond to the needs of DEEP Clients.</p> <ul style="list-style-type: none">• Bidder stated that they will operationalize redundancy to ensure that office staff and DEEP Instructors have the contact info needed to contact any of the three identified positions; ensuring in the case of an emerging need requiring an immediate response, that the Bidder will be able to act upon and provide necessary supports immediately.• It is unclear what Bidder's intended consistent availability at reduced hours for weekend coverage would entail, aside from the Program Manager being "on call" during weekends when DEEP classes are held.
<ul style="list-style-type: none">• Bidder stated that they employ 25 PFL Instructors to cover the RRP and Under 21 classes; and Instructors are per diem employees.• Bidder stated that 15 of their 25 Instructors have been certified and teaching PFL for over 10 years, with 9 who have taught for more than 20 years. Bidder stated that their Instructors are located throughout Maine, providing flexibility for State geographical coverage.• Bidder stated that for both RRP and Under 21, they hire Lead Instructors and Co-Instructors. Bidder stated that Instructors are assigned to classes in teams of two, with one acting in the lead role and the other in the co-instructor role. Bidder stated that both are responsible for teaching half of the class; with the Lead Instructor having more responsibilities in terms of on-site coordination (e.g., gathering and processing of paperwork) and managing of any on-site issues that may arise with participants or the site itself (e.g., weather related issues).
<ul style="list-style-type: none">• Bidder stated that their DEEP Instructors are all current, certified PFL Instructors, certified by PRI.• Bidder stated that they coordinate with PRI to plan and hold annual PFL New Instructor trainings and Continuing Education (CE trainings). Bidder stated that routinely, these trainings are scheduled back-to-back in the fall.• Bidder stated that if new Instructors need to be hired, Bidder will follow the same protocol it has utilized to ensure all Instructors can meet and maintain PFL certification; Bidder also described the PRI certification protocol.• Bidder also stated that they work to pair new instructors with seasoned, experienced DEEP Instructors for study sessions and mentoring opportunities, ensuring all Instructors, new and experienced, can deliver the PFL curricula with comfort and expertise.

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- Bidder stated that their current experience requirements for Lead Instructor’s are that they all have five years’ experience in training and education, and five years’ experience in substance use treatment or prevention.
- Bidder stated that their current experience requirements for Co-Instructors are that they all have three years’ experience in training and education, and five years’ experience in substance use treatment or prevention.
- Bidder stated that they would continue to implement their current requirements for these positions.

- Bidder stated that direct oversight of PFL Instructors is provided by the DEEP Program Manager, in concert and consult with the Quality Assurance (QA) Manager and Associate Executive Director.
- Bidder stated that the Program Manager handles the majority of oversight and management functions of the DEEP Instructor staff, including assigning Instructors to classes; providing oversight to ensure proper procedures are followed; ensuring all documentation is completed, gathered and returned for processing; and taking the lead on coaching communications that may need to occur in relation to coordination and implementation of DEEP classes.
- Bidder stated that the Quality Assurance Manager is the lead on oversight and coaching with respect to the delivery of educational materials and the curriculum.
- Bidder stated that the Quality Assurance Manager implements a QA program that includes observation of Instructors as they teach classes. Specifically, recording of portions of classes are utilized to review class quality delivered by Instructors.
- Bidder stated that their DEEP Support Services administrative team (Program Manager, Quality Assurance Manger and AdCare’s Director of Operations) schedule and hold monthly quality review meetings. During these meetings, the administrative team reviews any quality or course delivery issues that may have risen in the previous month. For items needing to be addressed, Bidder stated that the team will come to a consensus on needed steps.
- Bidder stated that the QA Manager will create and disseminate to the Instructor staff a quarterly newsletter which includes: updates from PRI; tips for delivering PFL; articles related to topics covered in PFL classes; any news or updates from the DEEP office; and “other topic areas”. Bidder stated that this newsletter can be another venue for oversight and coaching across the Instructor workforce.

E. Quality Assurance and Quality Review Plan

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- Bidder stated that in-person classes will be provided a paper Participant Evaluation at the end of each program for completion; paper surveys will be collected after each class; and data is entered by Bidder's staff.
- Bidder stated that for virtual classes, a link to the Participant Evaluation will be provided by email to participants after the conclusion of each program.
- Bidder stated that evaluation will include a question rating the effectiveness/knowledge of the Certified PFL Instructor.
- Bidder stated that their staff will regularly review and monitor data from the feedback survey to identify any needed quality improvement strategies, such as training or coaching of PFL Instructors.
- Bidder stated that data will be collated and reported to the Department through the performance measures report and quarterly progress reports.

- Bidder stated that they will continue to implement the quarterly review plan as it has currently been implemented (as the incumbent provider).
- Bidder stated that the quality review plan is described detail in their Attachment 9, including samples of forms and materials used in the quality review process.
- Bidder stated that they will continue to include a summary of all quality assurance activities conducted in that quarter with their quarterly reporting to the Department.
- Bidder included their Attachment 9 – Quarterly Quality Review Plan.
- Bidder stated that their implementation of the Quality Review Plan is described in their response to Part II. Section E.
- Bidder stated that their Quality Review Plan includes a development plan for the PFL Instructor, which includes the following components:
 - PFL DEEP Weekend In Person Housekeeping Rules;
 - PFL Zoom Etiquette;
 - PFL Virtual DEEP Class (not further described);
 - Anonymous Participant evaluation;
 - Peer Instructor Feedback Form;
 - Instructor Observation Report;
 - Job Description/Criteria Based Performance Evaluation Form;
 - Team Teaching the PFL Curriculum: Guidelines for Maximizing This Exemplary Practice; and
 - Confidentiality Policy.
- Bidder stated that their Team-Teaching Guidelines is an agreement between co-facilitators to ensure cooperation and collaboration in delivering PFL curriculum; and PFL Instructors review this document annually as a reminder of their continued work together.

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- Bidder stated that every PFL Instructor is observed delivering the PFL RRP and PFL Under 21 Programs; and Instructors are observed several times per year (frequency not described) and given a written report of their facilitation using the “Prime for Life, Moving ForWard Rating Scale” (MFWD RS). Bidder stated that a copy of their written observation report is kept in the Instructor’s Personnel file. Bidder included a quote from “Moving ForWard” describing the MFWD RS, including other additional information regarding the MFWD RS.
- Bidder stated that Instructors use an Instructor Feedback Form at the close of each program to provide comment and response to each other. Bidder stated that these forms are developed in partnership with the QA Manager and PFL Instructors. These forms are forwarded from the DEEP Program Manager to the QA Manager who reviews and incorporates the feedback into Instructor development plans.
- Bidder stated that in cooperation with the QA Manager and Program Manager, PFL Instructors developed “House Keeping Rules” and Zoom Tips and Etiquette for in-person and virtual classes, in order to be consistent in “Program Delivery Agreement”. Bidder stated that the rules are based on Instructor and participant experiences and are updated periodically (frequency not described) and on an as needed basis.
- Bidder stated that all FPL Instructors are required to understand, agree and sign the Confidentiality and Protection of Client Rights agreement, and this agreement is kept in each Instructors’ personnel file.
- Bidder stated that every PFL Instructor is evaluated on an ongoing basis; and the QA Manager observes each instructor facilitating different sections of the curriculum (frequency of ongoing evaluation is not described). Bidder stated that when PFL Instructors require coaching and development plans, this is discussed with the instructor as a means of support to enhance their facilitation and strengthen program fidelity.
- Bidder stated that Annual Performance Evaluations are conducted with the Instructors and consider: informal observation of the instructor in the classroom; formal observation of teaching performance, including critique and written report; other professional interactions; review of personnel records; and evaluation interview.
- Bidder stated that the Quarterly Newsletter for PFL Instructors shares observations from in-person and virtual classes, tips from other Instructors, PFL curriculum updates, trends in the field, educational news, and advances in research.
- Bidder described the three questions appraising Instructor performance in their anonymous training evaluations; and how the rest of the evaluation asks the

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DATE: 4.17.24 – 4.18.24

EVALUATOR NAME: Anna Ko

EVALUATOR DEPARTMENT: Office of Behavioral Health

participant about their experience with the virtual platform/site where training occurred.

- Bidder stated that their Program Manager and QA Manager will review Anonymous Training Evaluations within 48 hours of receipt after the class has been completed. Bidder stated that the Program Manager and QA Manager will review to verify a 95% completion rate by DEEP participants.
 - Bidder stated that Instructor ratings will be appraised, with specific attention to knowledge and preparedness. Bidder stated that if an Instructor receives less than a B rating for this area, this will be addressed with the PFL Instructor and an Instructor development and improvement plan(s) will be assessed.
 - Bidder stated that any participant comments or ratings that are less than satisfactory will be assessed, discussed and addressed with the program facilitators.
 - Bidder stated that comments regarding site evaluation or virtual classroom will be addressed to ensure the environment and atmosphere is conducive to learning.
 - Bidder stated that, in addition to “real time review”, cumulative periodic reviews will also be conducted to examine trends in instructor delivery, site performance, participant learning and satisfaction. Bidder stated that these appraisals, along with program modifications and/or enhancements, will be noted and narrated in quarterly reporting periods.

F. Performance Measures

- Bidder stated that they will compile the data required for the quarterly performance measure reports as outlined in Table 1.
- Bidder stated that both “a.” and “b.” data measures will come from the anonymous training evaluation surveys provided to participants at the end of DEEP classes. Bidder stated that they will compile the data from these evaluations on a quarterly basis.
- Bidder stated that along with submitting the compiled data to the Department, their administrative staff will also review this data quarterly, as part of their Instructor staff oversight processes.

G. Reports

- Bidder stated that they will collect data and complete all reports as outlined.
- Bidder stated that they will collect and compile the required data on a quarterly basis to complete the Performance Measures Report; with data collection for reports completed by the Program Manager, and submission of the report by the Associate Executive Director the Department within 15 days after each quarter.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 4.17.24 – 4.18.24

EVALUATOR NAME: Anna Ko

EVALUATOR DEPARTMENT: Office of Behavioral Health

- Bidder stated that they will maintain records to be available for on-site visits; including all records related to the certification and recertification of DEEP Instructor staff, and anonymous training evaluations. Bidder stated that any additional records or information helpful for the Department for purposes of the on-site visit will also be maintained and made available.
- Bidder stated that their Fiscal Manager will be the lead on generating and submitting the quarterly report of revenue and expenses. Bidder stated that the data will be compiled and after review by the Associate Executive Director, Bidder's Fiscal Manager will submit the report by 30 days after the completion of each fiscal quarter.
- Bidder stated that their Fiscal Manager will also prepare and submit the Agreement Closeout Report to the Department by 60 days after the close of the agreement period.

2. Staffing

- Bidder stated that their Attachment 10 lists and describes the qualifications and duties of their three key staff with programmatic responsibilities for DEEP Support Services – DEEP Program Manager, QA Manager & DEEP Instructors.
- Bidder's proposal response includes responsibilities for their Associate Executive Director, who is also listed as the one who supervises the DEEP Program Manager and QA Manager, however, no job description was provided for this position. Job descriptions were only provided for the Program Manager, QA Manager & DEEP Instructors.
- In the proposal, Bidder described separate experience qualifications for Lead Instructors and Co-Instructors; these delineations are not included in the job descriptions, and only one job description was provided encompassing all "DEEP Instructors".
- For the QA Manager position, the Bidder also requires that this individual be certified as a PFL Instructor, or if not currently certified, their employment would be contingent on successful certification.

- Bidder stated that no subcontractors will be used.

- Bidder stated that in addition to their key positions of Program Manager, QA Manager and DEEP Instructors, they also have additional staffing support from a Support Coordinator who will assist the Program Manager with administrative tasks such as data entry, delivering/picking up paperwork and other items from the DEEP Office, setting up ZOOM rooms for virtual classes, mailing workbooks, "and other tasks".

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: Office of Behavioral Health

- A job description was not included with the proposal for this Support Coordinator position.
- Bidder stated that their Support Coordinator will be a full-time AdCare Maine employee, who will have hours in other AdCare Maine programs. Bidder stated that .25FTE of their total 1.0FTE is allocated to the DEEP Support Services program. Bidder stated that an important part of this role will be providing hours of availability to Clients during evening and weekend hours.
- Bidder stated that their AdCare Maine Associate Executive Director will provide overall administrative supervision of all AdCare Maine DEEP Support Services staff and be the lead on submission of all required reporting. Bidder stated that the Director will also provide hours of availability for the needs of DEEP Clients during weekend and evening hours.
- Bidder provided Attachment 11 – Staffing Plan, describing minimum staffing to meet the requirements of the RFP.
- For DEEP Instructors, however, as they are per-diem employees – Bidder did not include time allocation for these staff.
- For the Support Coordinator position – Bidder stated that this position is still to be hired.
- For the Associate Executive Director position, Bidder stated that it will have 0.175 FTE assigned to the DEEP Support Services contract.
- Bidder did not demonstrate through weekend coverage indication how staff coverage will meet the needs of DEEP clients with consistent availability at reduced hours for weekend coverage (i.e., no specific weekend coverage hours for staff were indicated on the Attachment 11 – Staffing Plan).

3. Implementation - Work Plan

- Bidder provided a narrative response to this item and included their Attachment 12 – Work Plan.
- In their narrative response:
 - Bidder stated that in person class dates will be requested 3 months prior to the submission date for the upcoming 3 months schedule.
 - Bidder stated that agreements for space will be made including deposits and/or certificates of insurance, if required by the training venue by the Program Manger.
 - Bidder stated that instructor staffing assignments will be made after schedule dates are confirmed by the Program Manager.
 - Bidder stated that for virtual classes, a packet will be mailed to enrolled students with mailing addresses provided by the Department at a mutually agreeable time. Bidder stated that this packet will include a copy of the student confirmation letter, Zoom Tips for Attending a Virtual

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INDIVIDUAL EVALUATION NOTES**

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- Class, and a paper release along with a physical workbook to use during their class.
- Bidder stated that links to virtual classes will be sent five business days prior to class start by their Support staff.
 - Bidder stated that rosters for in-person and virtual weekend classes will be sent to the assigned lead instructor the Thursday before class begins. Bidder stated that for weekday/evening virtual classes beginning on Monday, rosters will be sent on Friday.
 - Bidder stated that once an in-person class is completed, the attendance roster and corresponding paperwork for class will be sent via FedEx to the DEEP office by the assigned instructor staff for that class.
 - Bidder stated that once a virtual class is completed, the attendance roster will be emailed to the DEEP office by Support Staff or the Program Manger within 7 calendar days of class.
 - Bidder stated that students who attend all sessions of their class will receive a link for an anonymous participant evaluation, along with a link to the NEEDS or JASAE Assessment via email.
 - Bidder stated that quarterly reporting will be completed as required by the Program Manager with assistance from Support Staff.
 - In their Attachment 12 – Work Plan:
 - Bidder displayed their work plan in a table, with one of the columns noting the “Target Month of Completion”.
 - Bidder’s work plan included focus on regular program operational tasks, with no program development and implementation tasks listed (e.g., no task included regarding Department approval of the quality assessment survey).
 - Bidder indicated the position responsible for each task.

Part IV, Section IV. Cost Proposal

For their budget narrative:

- Bidder stated that the proposed cost for the initial period of performance (7/1/24- 6/30/26) is \$1,669,139, encompassing 2 years of providing Support Services for DEEP Education Courses and the training and certification/recertification of PFL Instructors.
- Bidder stated that the biggest portion of their budget, \$1,080,999 supports personnel costs; with the bulk of the amount for DEEP Course Support Services, \$1,060,584. Bidder stated that personnel costs include amounts to pay their 25 per-diem PFL Instructors.
- Bidder stated that personnel costs also include the full-time DEEP Program

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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Manager, the 0.5 FTE QA Manager, a Support Coordinator and administrative staff.

- Bidder stated that the \$20,415 of the personnel budget covers the cost for PFL Instructor certification and recertification; encompassing a \$75/day rate for PFL Instructors to attend new instructor or continuing education training sessions, and includes hours for the DEEP Program Manager, QA Manager and Support Coordinator to coordinate and staff these trainings.
- Bidder stated that \$230,000 is budgeted for materials and supplies; and this will largely cover the \$28,50/participant fee for PFL workbooks, based on the target of 3,850 Clients served per year. Bidder stated that the remaining budget for materials and supplies covers the materials PFL Instructors need for in-person classes such as flip charts, easels, markers, paper and purchase and upkeep of A/V equipment for spaces without A/V available.
- Bidder stated that \$64,000 is budgeted for staff travel; most of which is for the PFL Instructors teaching in-person classes in order to cover mileage to class sites, and hotel overnights, where necessary.
- Bidder stated that \$72,000 is budgeted to cover site rental costs for in-person classes; based on the average site rental fee of \$200/day for 3 days, for 60 classes per year.
- Bidder stated that amounts to cover office expenses include \$13,600 for the FTE share of DEEP program staff located at the Bidder's offices in Augusta Maine; and also included in the budget is \$3,000 for the FTE share of telephone costs at their Augusta AdCare Maine offices.
- Bidder stated that \$558 is budgeted in the miscellaneous category to cover fees for background checks when new PFL Instructors need to be hired.

For their Cost Proposal:

- Bidder includes Support Coordinator and Associate Executive Director positions under personnel, no job description was included for these positions.
- Travel mileage rate is at .46/mile.

No Bidder cost sharing included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: April 30, 2024

EVALUATOR NAME: Adrienne Leahey

EVALUATOR DEPARTMENT: OBH, DHHS

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 IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Maine-based• Good history of working with the State of Maine• Still referring to OBH as SAMHS. Cut and past from prior applications?• Is it okay that they are maintaining records at their office? Specifically, client evaluations?• Recounting previous and current experience, not much emphasis on innovation or continuous improvement
2. Subcontractors
<ul style="list-style-type: none">• none
3. Organizational Chart
<ul style="list-style-type: none">• Included• Indicates they will hire an additional staff member
4. Litigation
<ul style="list-style-type: none">• None
5. Financial Viability
<ul style="list-style-type: none">• OK• Audited financial statements included
6. Certificate of Insurance
<ul style="list-style-type: none">• Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: April 30, 2024

EVALUATOR NAME: Adrienne Leahey

EVALUATOR DEPARTMENT: OBH, DHHS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> • Okay.
<ul style="list-style-type: none"> • Okay
<ul style="list-style-type: none"> • Okay
<ul style="list-style-type: none"> • Okay
<ul style="list-style-type: none"> • Okay
<ul style="list-style-type: none"> • Does this conform to our retention schedule?
B. Administrative Requirements
<ul style="list-style-type: none"> • Unclear whether they are sourcing their own interpreters or using those already vetted / PQVL'd by DHHS. • "AdCare will work closely with the Department's Office of Behavioral Health DEEP Office to identify and coordinate language accessibility accommodations." No specific discussion of ASL or hearing-impaired interpreter services / aids.
<ul style="list-style-type: none"> • Okay
<ul style="list-style-type: none"> • Bidder notes that they included the attachments
C. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> • "and as had been outlined in the previous DEEP Support Services contracts AdCare Maine has had with the Department." This makes me wonder if they're complying with updated / new guidance.
<ul style="list-style-type: none"> • Again, refers to OBH as SAMHSA; concerned that this is a cut and paste from prior applications
<ul style="list-style-type: none"> • Okay; would be valuable for us to share specific contact information.
<ul style="list-style-type: none"> • Okay
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none"> • Three people. And an additional proposed hire? • A lot of redundancy.
<ul style="list-style-type: none"> • 25 instructors, good distribution throughout the State. • Two instructors per one-day session. Too much redundancy?
<ul style="list-style-type: none"> • Says in a prior section that they have 15 certified instructors out of the 25 • Bidder says they coordinate new instructor training. Bidder does not address ongoing training for existing instructors.
<ul style="list-style-type: none"> • Bidder exceeds requirements • Bidder uses outdated language "substance abuse" three times in this section.

**STATE OF MAINE
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EVALUATOR DEPARTMENT: OBH, DHHS

- Bidder notes that they will create a newsletter for instructors; in the Organizational Overview Project 1 description of their work with DEEP they suggest the newsletter was supposed to have been done previously: “Diane’s role is to employ a number of protocols to gauge and work on quality improvement for delivery of the Prime For Life curriculum. This includes observing and recording all DEEP instructors over the course of a year, providing one-on-one coaching and technical assistance for instructors, and creating a quarterly newsletter with tips and guidance for all AdCare Maine DEEP Instructors.”

E. Quality Assurance and Quality Review Plan

- Okay.

- Reliance on past and current processes: “AdCare Maine will continue to implement the quarterly quality review plan it has currently been implementing as the incumbent provider of DEEP Support Services.”

F. Performance Measures

-

G. Reports

- Okay

2. Staffing

- Okay.

- Nothing about the new proposed position?

- No subcontractors

- Additional 0.25 FTE to provide additional redundancy to a role already providing this?

New role → “.25FTE of their total 1.0 FTE time is allocated to the DEEP Support Services program. An important part of this role will be providing hours of availability to DEEP Clients during evening and weekend hours.”

Existing position → “Additionally, the Director will provide hours of availability for the needs of DEEP Clients during weekend and evening hours.”

3. Implementation - Work Plan

- Okay

Part IV, Section IV. Cost Proposal

- 2.5% increase over prior contract, despite no growth in services
- Consider the headcount and indirect costs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 4/19/2024

EVALUATOR NAME: Allison Weeks

EVALUATOR DEPARTMENT: DHHS/OMS

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 IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">Clearly qualified to conduct training and technical assistance, and program management services to promote public and professional awareness of the nature of serious health issues including substance use, behavioral health, and public health. Agency established in 1992.
2. Subcontractors
<ul style="list-style-type: none">N/A states no subcontractors
3. Organizational Chart
<ul style="list-style-type: none">Included
4. Litigation
<ul style="list-style-type: none">N/A states no litigation cases exist.
5. Financial Viability
<ul style="list-style-type: none">Independent audit demonstrates stable accounting
6. Certificate of Insurance
<ul style="list-style-type: none">Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

BIDDER NAME: AdCare Educational Institute of Maine, Inc.

DATE: 4/19/2024

EVALUATOR NAME: Allison Weeks

EVALUATOR DEPARTMENT: DHHS/OMS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. DEEP Provided to Clients
<ul style="list-style-type: none"> Plan to ensure enough classes and will review monthly to determine which dates/times for best to hold classes. Specific classes will be scheduled for under 21 monthly or more often as required.
<ul style="list-style-type: none"> Clear process to secure locations and ensure they meet requirements and are reserved in advance.
<ul style="list-style-type: none"> Has multiple Zoom accounts and schedule to ensure links are sent the week prior to the meeting.
<ul style="list-style-type: none"> Needs assessment would be completed on the final class day and answer sheet would be sent to DEEP office via FedEx for tracking purposes. For virtual classes the Department will have access to account where the assessments are held.
<ul style="list-style-type: none"> Needs assessment would be completed on the final class day and answer sheet would be sent to DEEP office. For virtual classes the Department will have access to account where the assessments are held.
<ul style="list-style-type: none"> AdCare has secured password protected servers, to maintain confidentiality of all records and to be in compliance with Federal HIPAA regulations
B. Administrative Requirements
<ul style="list-style-type: none"> As needs are identified, AdCare will coordinate accommodation. For virtual classes they will ensure correct settings are enabled.
<ul style="list-style-type: none"> AdCare staff will provide any additional needed logistics at the location to ensure the services can be provided.
<ul style="list-style-type: none"> Acknowledges they will comply
<ul style="list-style-type: none"> Acknowledged schedule and submitted sample
C. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> Acknowledged requirements of BAA and noted it is a part of their training for staff. All printed materials with PII are secured and destroyed as applicable
<ul style="list-style-type: none"> Acknowledged
<ul style="list-style-type: none"> Notification would be made, at a minimum, within 24 hours of the breach, but optimally within hours of the breach.
<ul style="list-style-type: none"> Clearly stated process
D. Administrative Staff and PFL® Instructors Requirements
<ul style="list-style-type: none"> 3 key staff assigned to the program, with clear expectations of roles
<ul style="list-style-type: none"> Has 25 PFL Instructors, with 15 having over 10 yrs experience.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Allison Weeks

EVALUATOR DEPARTMENT: DHHS/OMS

<ul style="list-style-type: none"> • Lead Instructors and Co-Instructors with instructors team teachings
<ul style="list-style-type: none"> • AdCare coordinates with PRI to plan and hold annual PFL New Instructor trainings as well as Continuing Education (CE) trainings.
<ul style="list-style-type: none"> • Mets
<ul style="list-style-type: none"> • Acknowledged oversight plan and schedules and holds monthly quality review meetings.
E. Quality Assurance and Quality Review Plan
<ul style="list-style-type: none"> • Acknowledged
<ul style="list-style-type: none"> • quarterly quality review plan
F. Performance Measures
<ul style="list-style-type: none"> • Acknowledged
G. Reports
<ul style="list-style-type: none"> • Acknowledged compliance with schedule and stated where the records would be maintained and who will be responsible for generating the reports.
2. Staffing
<ul style="list-style-type: none"> • Included with relevant detail
<ul style="list-style-type: none"> • No subcontractors are proposed to be utilized
<ul style="list-style-type: none"> • Clear staffing plan with a wide range of experience ranging from 22 yrs to in trainings
3. Implementation - Work Plan
<ul style="list-style-type: none"> • Detailed realistic work plan included
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 #: 202402036**

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

I, Jennifer Holcomb 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:

Jennifer Holcomb

E45FC18521794B8

Signature

Apr-17-2024

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 #: 202402036

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

I, Leticia Huttman 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:

Leticia Huttman

5F6E9E7AFFFFB4C9

Signature

Apr-17-2024

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 #: 202402036**

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

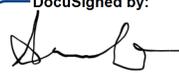
I, Anna Ko accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with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

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DocuSigned by:

532CE4ABE8C2423

Signature

Apr-17-2024

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 #: 202402036**

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

I, Adrienne Leahey 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:

Adrienne Leahey

FFD18D286BE941B

Signature

Apr-17-2024

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 #: 202402036**

RFP TITLE: Driver Education and Evaluation Programs (DEEP) Support Services

I, Allison Weeks 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.

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DocuSigned by:

Allison Weeks

2E683CAEBDD8408

Signature

Apr-17-2024

Date