

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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

Jul-26-2024

Via Electronic Mail: ymccarthy@berrydunn.com

Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn
Yoko McCarthy, Principal
2211 Congress Street
Portland, ME 04102

SUBJECT: Notice of Conditional Contract Award under RFP #202405102 Audit
Services for Maine's Health Insurance Marketplace

Dear Yoko McCarthy,

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 the Health Insurance Marketplace. 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:

- BerryDunn

The Department will be contacting BerryDunn 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 BerryDunn. BerryDunn 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.

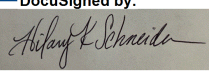
As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

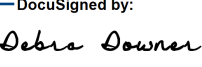
Any person aggrieved by this award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative 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:

2B4F4508E38D408...

Hilary Schneider
Director
Office of the Health Insurance Marketplace

DocuSigned by:

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 25, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Justin Belka, Lea Studholme, Megan Rochelo, Hilary Schneider, and Tanisha Hyland

<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	35.00	N/A
Section IV. Cost Proposal	25.00	N/A
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

The Department awards BerryDunn as the Sole Bidder. The Proposal was evaluated by the Evaluation Team but not scored.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 25, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 25, 2024

**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">• Headquartered in Portland ME• In business 50 years• Conducting SMART audits for ten years• Providing SMART audits for Department since 2022• Provided three projects, all directly 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">• Yes, one re HR issue (resolved), one re third-party information security event (pending)
5. Financial Viability	
	<ul style="list-style-type: none">• Provided
6. Certificate of Insurance	
	<ul style="list-style-type: none">• Provided, indicating professional liability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 25, 2024

**EVALUATION OF SECTION III
Proposed Services**

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Phase 1: Audit Work Plan
<ul style="list-style-type: none">• Proposed meeting via MS Teams• Provided detailed plan to conduct both the financial and programmatic audits• Acknowledged the standard reference materials used in conducting assessment of each requirement• Acknowledged the challenge of working in an environment impacted by public health emergency regulations, as well as changing federal regulations and their impact on both program operations and the audit process• Offered a process for sharing findings• 3, Met requirement
B. Phase 2: Fieldwork
<ul style="list-style-type: none">• Acknowledged the need to respond to the unique intent of each request and make every effort to reduce the burden on the Department• Proposed creating document request lists and using a secure document sharing platform• Proposed including reasons for document requests and how they will be used• Proposed sample and testing process that uses, when possible, the same samples for different analysis in order to reduce the number of requests to Department• Noted its experience with Department's eligibility system for programmatic review, which provides opportunities to test independently• 3-4, Met requirement
C. Phase 3: Reporting
<ul style="list-style-type: none">• Proposed reviewing draft reports through its internal quality assurance review process• Offered to draft management letter, if needed, for items that are nonmaterial or in noncompliance, but that the Department should be aware of• Indicated senior level team members will draft reports• 2-3, Met requirement• Offered details of report structure• 5, Met requirement• Outlined what will be included in presentations and time allocated for questions and conversation

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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DATE: July 25, 2024

- | |
|---|
| <ul style="list-style-type: none">• Offered to provide materials in advance• Did not acknowledge 6.a |
|---|

D. Reports

- | |
|--|
| <ul style="list-style-type: none">• 1-2, Met requirement |
|--|

2. Staffing

- | |
|--|
| <ul style="list-style-type: none">• a & c, Met requirement• Does not intend to utilize subcontractors |
|--|

3. Implementation - Work Plan

- | |
|---|
| <ul style="list-style-type: none">• Met requirement |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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DATE: July 25, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Cost
\$95,150.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• Cost appears to reflect one year of service rather than the initial contract period of two years or contract extension periods |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: Jul 23, 2024

EVALUATOR NAME: Justin Belka

EVALUATOR DEPARTMENT: DHHS, Division of Program & Fiscal Coordination

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">• Extensive experience with SBE audits• National leader in SBE audits• Strong foundation and understanding of relevant laws• Currently performing OHIM financial audits	
2. Subcontractors	
<ul style="list-style-type: none">• No subcontractors identified in this proposal	
3. Organizational Chart	
<ul style="list-style-type: none">• Self-contained and self-sufficient structure• Provides all functions necessary for business operations	
4. Litigation	
<ul style="list-style-type: none">• Current and past litigation shows no conflict or impact with proposed services	
5. Financial Viability	
<ul style="list-style-type: none">• Financial statements provided demonstrate strong and stable financial position	
6. Certificate of Insurance	
<ul style="list-style-type: none">• Certificates of general liability and professional insurance provided	

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202405102

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BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: Jul 23, 2024

EVALUATOR NAME: Justin Belka

EVALUATOR DEPARTMENT: DHHS, Division of Program & Fiscal Coordination

Part IV, Section III Proposed Services	
1. Services to be Provided	
Part II	
A. Phase 1: Audit Work Plan	
	<ul style="list-style-type: none"> Will utilize MS Teams to allow flexibility for all parties Will provide agenda items prior to meetings Will coordinate with the Department and other stakeholders on date and time to ensure maximum attendance
	<ul style="list-style-type: none"> Has agreed to provide draft plan in compliance with all items listed in 2) a Will accept feedback from the Department on audit plan prior to implementation
	<ul style="list-style-type: none"> Will coordinate with the Department to create recurring check-in schedule Will utilize MS Teams Will provide agenda items prior to meetings
B. Phase 2: Fieldwork	
	<ul style="list-style-type: none"> Program Audit: Will create document request list via MS Excel Program Audit: Will identify the purpose and use of each document in the audit Financial Audit: Will create document request list via Knowledge Link
	<ul style="list-style-type: none"> Program Audit: Will select sample subject to risk-based assessment for eligibility, enrollment and verifications Program Audit: Will select a sample that can be utilized for additional audit under subparts D and E Financial Audit: Will select sample subject to risk-based assessment to test internal controls and transactions Financial Audit: Sample will also be used to test compliance
	<ul style="list-style-type: none"> Will hold kickoff meeting prior to fieldwork Meeting will include discussion of project plan and timeline and to allow all stakeholders the opportunity to ask questions Additional interviews will be scheduled after the kickoff meeting so bidder can gain full understanding of SBE prior to completing fieldwork
	<ul style="list-style-type: none"> Will establish a meeting utilizing MS Teams to hold meeting Findings will be presented with the cause and impact Case numbers related to any audit finding will be provided
C. Phase 3: Reporting	
	<ul style="list-style-type: none"> Will provide report to the Department outlining the scope, methodology, findings and recommendations derived from the audit Report is subject to bidder's QA process Management letters may be used for immaterial, non-compliance findings

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: Jul 23, 2024

EVALUATOR NAME: Justin Belka

EVALUATOR DEPARTMENT: DHHS, Division of Program & Fiscal Coordination

<ul style="list-style-type: none">• Will conduct virtual exit interviews with stakeholders• Will explain findings but also allow time for questions and additional information from stakeholders
<ul style="list-style-type: none">• Will revise draft reports with information provided from stakeholders during the exit conferences• Will provide revised draft reports for approval by the Department before issuing final reports
<ul style="list-style-type: none">• Will provide a final report for program and financial findings, as well as recommendations for any significant program or financial deficiencies• Program report will include CMS Independent External Audit Report, Compliance and Internal Control Over Compliance Report and if necessary, Management Letter• Financial report will include Independent Auditors Report on Financial Statements, Independent Auditors Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Required Communications Letter
<ul style="list-style-type: none">• Will provide executive summary that is a summation of audit findings, conclusions and recommendations
<ul style="list-style-type: none">• Will make presentation to stakeholder's in PowerPoint format• Presentation will include scope and methodology of audit, sampling and testing explanation, findings, conclusions and recommendations• Time will be reserved for discussion and questions with stakeholders
D. Reports
<ul style="list-style-type: none">• Will provide specific dates for draft/final report in initial audit plan• Will provide dates when documentation is needed from the Department in order to begin audit
2. Staffing
<ul style="list-style-type: none">• This has been provided by the bidder – Attachment 7
<ul style="list-style-type: none">• No subcontractors have been identified in this proposal
<ul style="list-style-type: none">• This has been provided by the bidder – Attachment 8
3. Implementation - Work Plan
<ul style="list-style-type: none">• This has been provided by the bidder – Attachment 9

Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">• Salaries: \$95,150.00• Total Cost: \$95,150.00

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/19/2024, 7/22/2024 and 7/23/2024

EVALUATOR NAME: Tanisha Hyland

EVALUATOR DEPARTMENT: DHHS OFI

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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">• P – Ample experience with the State-Based audits.• P – Feedback from the client survey is positive and satisfactory.
2. Subcontractors
<ul style="list-style-type: none">• Entrusts the same contractors for all State-Based Exchange audits.
3. Organizational Chart
<ul style="list-style-type: none">• Supplied detailed chart of personnel, including comprehensive background experience relevant to the request for each member.
4. Litigation
<ul style="list-style-type: none">• 2 lawsuits, one documented as settled and the second is “in progress.”
5. Financial Viability
<ul style="list-style-type: none">• P - Provided the previous 3 fiscal years of net income, including revenue and expenses.
6. Certificate of Insurance
<ul style="list-style-type: none">• Received insurance certificate on ACORD form.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/19/2024, 7/22/2024 and 7/23/2024

EVALUATOR NAME: Tanisha Hyland

EVALUATOR DEPARTMENT: DHHS OFI

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Phase 1: Audit Work Plan
<ul style="list-style-type: none">• Planning will be conducted via Microsoft teams with all required members.• P – Agenda provided
<ul style="list-style-type: none">• P - Collaborative audit plan provided based on the two requested services.• Will provide a draft prior to submitting the final audit plan.
<ul style="list-style-type: none">• P – Frequent check-ins will be conducted.• Q – Did not indicate they will immediately report issues outside of regular scheduled check-ins.
B. Phase 2: Fieldwork
<ul style="list-style-type: none">• P – Document request list will be provided for both Programmatic and Financial audit.
<ul style="list-style-type: none">• P – Will conduct testing independently whenever possible to alleviate demand in the Department.
<ul style="list-style-type: none">• P – Will conduct investigative interviews prior to sample testing.
<ul style="list-style-type: none">• Bidder has met this requirement.
C. Phase 3: Reporting
<ul style="list-style-type: none">• P - Draft of requested items, including a report of inconsistencies that department she be aware of.
<ul style="list-style-type: none">• Will manage exit interviews to provide findings.
<ul style="list-style-type: none">• Bidder will update draft as requested and will return to the department for approval.
<ul style="list-style-type: none">• P – 3 detailed reports will be provided for programmatic audit and financial audit.
<ul style="list-style-type: none">• Bidder has met the requirement.
<ul style="list-style-type: none">• PowerPoint and materials will be provided, along with additional time for questions.
D. Reports
<ul style="list-style-type: none">• P – Will immediately provide the department with any changes to the timeline.
2. Staffing
<ul style="list-style-type: none">• Requested items included.• P – Composed team are labeled as “experts” relating to RFP.
<ul style="list-style-type: none">• Not applicable
<ul style="list-style-type: none">• Position titles and relevant experience provided.• Q – Did not provide time allocation estimate.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 7/19/2024, 7/22/2024 and 7/23/2024

EVALUATOR NAME: Tanisha Hyland

EVALUATOR DEPARTMENT: DHHS OFI

3. Implementation - Work Plan
<ul style="list-style-type: none">• Timeline chart provided for both Financial and Programmatic audit services

Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">• Bidder met the requirement.• P – Formulas are calculated properly.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/23/24

EVALUATOR NAME: Megan Rochelo

EVALUATOR DEPARTMENT: DHHS - OHIM

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 – Current experience with the OHIM• P - previous and current experience with multiple financial and programmatic audits for other SBMs• P – strong knowledge of relevant federal statutes
2. Subcontractors
<ul style="list-style-type: none">• N/A - No subcontracts are proposed as part of this proposal
3. Organizational Chart
<ul style="list-style-type: none">• P – team assigned to this project is the same team that conducts all SBE audits• P - organizational chart explains corporate structure and where audit team for project appropriately
4. Litigation
<ul style="list-style-type: none">• Q – one lawsuit currently in process
5. Financial Viability
<ul style="list-style-type: none">• Met requirement – financial statements provided demonstrate financial viability
6. Certificate of Insurance
<ul style="list-style-type: none">• Met requirement – certificates provided, some will require renewal during award period

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202405102

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BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/23/24

EVALUATOR NAME: Megan Rochelo

EVALUATOR DEPARTMENT: DHHS - OHIM

Part IV, Section III Proposed Services	
1. Services to be Provided	
Part II	
A. Phase 1: Audit Work Plan	
	<ul style="list-style-type: none"> Applicant has described the appropriate steps to meet the expectations of this section.
	<ul style="list-style-type: none"> P – applicant has included detailed responses for their plan to conduct both the financial and programmatic audit and acknowledges the standard reference materials they will use in conducting their assessment of each requirement. P – acknowledges the challenge of working in an environment impacted by public health emergency regulations as well as changing federal regulations and its impact on both program operations and the audit process P – spells out a process for sharing findings
	<ul style="list-style-type: none"> P – applicant has proposed a collaborative process for establishing regular meetings to discuss findings, issues and concerns. Q – section does not speak to how they will communicate issues that need immediate attention.
B. Phase 2: Fieldwork	
	<ul style="list-style-type: none"> P – proposes to use a Document Request List to request and explain need to specific information P – will use secure document sharing platform
	<ul style="list-style-type: none"> P - Applicant proposes sample and testing process that utilizes the same samples for different analysis when possible to alleviate requests to department staff
	<ul style="list-style-type: none"> Applicant has met expectations for establishing kickoff meeting and process for conducting stakeholder interviews
	<ul style="list-style-type: none"> Applicant has met expectations for outlining their process for documenting results, evidence and sharing that information with the department
C. Phase 3: Reporting	
	<ul style="list-style-type: none"> P – Draft reports are reviewed through the applicants quality insurance review process P – will draft management letter if needed for items that are not material noncompliance but that the department should be aware of
	<ul style="list-style-type: none"> Q – there is no process listed as to how the applicant will go about scheduling exit conferences, in other parts of the application these meetings are scheduled collaboratively but that is not mentioned in this section.
	<ul style="list-style-type: none"> Applicant has met the expectations for this section in terms of outlining their process of revising their reports based on the exit interview process.

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DATE: 7/23/24

EVALUATOR NAME: Megan Rochelo

EVALUATOR DEPARTMENT: DHHS - OHIM

<ul style="list-style-type: none">• Applicant has met the expectations for the section by providing a list of the reports specific to each audit.
<ul style="list-style-type: none">• Applicant has met the expectation and described their process for developing an executive summary.
<ul style="list-style-type: none">• Q – applicant mentions presenting to Department identified stakeholders but doesn't mention the number of presentations they will accommodate. Also does not mention anything regarding presentation materials for media.
D. Reports
<ul style="list-style-type: none">• Applicant has met expectations by providing audit plan and timeline that meets deadlines set out in RFP
2. Staffing
<ul style="list-style-type: none">• Met expectations – titles, descriptions and resumes provided for all staff on project
<ul style="list-style-type: none">• Met expectations – no subcontractors are being used and agency has additional staff resources for the project if needed
<ul style="list-style-type: none">• Q – While the list of staff and their titles are provided the staffing plan does not include time allocation information for individual staff assigned to the project
3. Implementation - Work Plan
<ul style="list-style-type: none">• Met expectations – work plan is provided along with a timeline of expected activities that is appropriate for the work and adheres to the deadlines established in the RFP
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">• Met expectation – cost proposal includes breakdown of staff time and hourly rate. No additional costs are included other than staff time.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/24/24

EVALUATOR NAME: Hilary Schneider

EVALUATOR DEPARTMENT: DHHS OHIM

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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 meets requirements.• P – previous and current experience with the State dates back to 2022. Experience with financial and programmatic audits of 10 other state marketplaces of various sizes and experience. Have conducted audits for some states since 2014/2015. Customer satisfaction scores from independent research group survey greater than 90%.• I – headquartered in Maine; in business for 50 years.
2. Subcontractors
<ul style="list-style-type: none">• N/A – is not using subcontractors
3. Organizational Chart
<ul style="list-style-type: none">• Bidder meets requirements.• P-included enterprise-wide org chart; project team org chart; project team roles and project team resumes. Project team members have experience working on Maine's prior audits.
4. Litigation
<ul style="list-style-type: none">• Q – one pending case related to third-party information security event.
5. Financial Viability
<ul style="list-style-type: none">• Bidder meets requirements; provided 3 years of financial statements requested• N-provided for fiscal years, instead of tax years as requested
6. Certificate of Insurance
<ul style="list-style-type: none">• Bidder meets requirements

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

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BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/24/24

EVALUATOR NAME: Hilary Schneider

EVALUATOR DEPARTMENT: DHHS OHIM

Part IV, Section III Proposed Services	
1. Services to be Provided	
Part II	
A. Phase 1: Audit Work Plan	
	<ul style="list-style-type: none"> Bidder met requirements P-will provide agenda prior to call and utilize MS Teams.
	<ul style="list-style-type: none"> Bidder met requirements P – project managers for programmatic and financial audits will collaborate and create one Audit Plan; will provide draft and final audit plans.
	<ul style="list-style-type: none"> Bidder met requirements.
B. Phase 2: Fieldwork	
	<ul style="list-style-type: none"> Bidder met requirements P – will be mindful of intent of each request and make every effort to reduce the burden on the Department. Will create document request lists and utilize secure document sharing platform.
	<ul style="list-style-type: none"> Q – bidder does not mention anything about working with Department to determine focus of testing and sampling methodology and sizes Otherwise met requirements describing sampling methodology and testing.
	<ul style="list-style-type: none"> Bidder met requirements. Included team members who will attend interviews and described agenda items for kickoff meeting.
	<ul style="list-style-type: none"> Bidder met requirements P – will set up MS Teams call to discuss details of any compliance testing results. Identified project team members who will attend the meeting. Will provide draft findings prior to sending draft audit reports.
C. Phase 3: Reporting	
	<ul style="list-style-type: none"> Q – did not include a lot of detail on requested items P – included the project team members that will draft reports – senior level team members.
	<ul style="list-style-type: none"> Bidder met requirements
	<ul style="list-style-type: none"> Bidder met requirements P – will send draft reports to Department for final approval prior to issuing final reports.
	<ul style="list-style-type: none"> Bidder met requirements. P – provided details on the reports that will be submitted.
	<ul style="list-style-type: none"> Bidder met requirements – agreed to deliver requested summary report
	<ul style="list-style-type: none"> Q – did not indicate if will support up to eight presentations

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: 7/24/24

EVALUATOR NAME: Hilary Schneider

EVALUATOR DEPARTMENT: DHHS OHIM

<ul style="list-style-type: none">• P – outlined what will be included in presentation; allocate time for questions and conversation; materials provided in advance.
D. Reports
<ul style="list-style-type: none">• N – bidder did not include a detailed description of how they will track and record all data/information necessary to complete the required reports listed in Table 1. Also did not indicate if they commit to due dates.• P – did state they will provide plan with expected timeline and dates when draft and final reports will be submitted, as well as interim deadlines.
2. Staffing
<ul style="list-style-type: none">• P – bidder included position titles and roles of team. Included team's experience.• N – did not include minimum qualifications for project staff.
<ul style="list-style-type: none">• N/A – not planning to use subcontractors.
<ul style="list-style-type: none">• P – included org chart of team and resumes• N – did not include time allocation necessary to meet requirements of RFP.
3. Implementation - Work Plan
<ul style="list-style-type: none">• P – included workplan in timeline chart, showing month(s) tasks carried out and resource carrying out each task. Past experience with state makes it likely workplan is realistic.

Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">• Bidder met requirements – provided cost proposal• Q – assume this is year 1 cost proposal only.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 23, 2024

EVALUATOR NAME: Lea Studholme

EVALUATOR DEPARTMENT: DHHS Office of the Health Insurance Marketplace

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 – Previous and current experience with OHIM• P – Experience with programmatic and financial requirements and health insurance exchange operations• P – Conducting SMART audits in multiple other State Based Exchanges
2. Subcontractors
<ul style="list-style-type: none">• No plan to utilize subcontractors
3. Organizational Chart
<ul style="list-style-type: none">• Org chart with job descriptions provided
4. Litigation
<ul style="list-style-type: none">• Q – one on ongoing case
5. Financial Viability
<ul style="list-style-type: none">• Three years of condensed financial information provided
6. Certificate of Insurance
<ul style="list-style-type: none">• Met requirements

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 23, 2024

EVALUATOR NAME: Lea Studholme

EVALUATOR DEPARTMENT: DHHS Office of the Health Insurance Marketplace

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Phase 1: Audit Work Plan
<ul style="list-style-type: none"> Plans to hold remote meetings with stakeholders that meets requirements
<ul style="list-style-type: none"> Audit plan proposal meets requirements Intends to submit draft audit plan for review and approval
<ul style="list-style-type: none"> Plans to conduct check-ins via Teams Identified issues/project updates will be included in agendas
B. Phase 2: Fieldwork
<ul style="list-style-type: none"> Meets requirements P – Document requests will include reasons for requests and how it will be used
<ul style="list-style-type: none"> Meets requirements P – Previous experience with OHIMs eligibility system for programmatic review
<ul style="list-style-type: none"> Plans include virtual kickoff meeting, interview schedule, and they will provide interview questions in advance
<ul style="list-style-type: none"> Potential findings will be shared in writing
C. Phase 3: Reporting
<ul style="list-style-type: none"> Meets requirements – will develop and submit all draft reports with required elements
<ul style="list-style-type: none"> Will hold virtual exit conference and provide finding in advance
<ul style="list-style-type: none"> Meets requirements
<ul style="list-style-type: none"> Final audit reports will include recommendations for identified deficiencies Proposes multiple reports
<ul style="list-style-type: none"> Meets requirements
<ul style="list-style-type: none"> PowerPoint presentation planned for relevant stakeholders; will include materials Q – Unclear if offering one or multiple presentations.
D. Reports
<ul style="list-style-type: none"> Will provide OHIM a timeline that includes draft and final report delivery. Work plan includes submission dates that are before required due date.
2. Staffing
<ul style="list-style-type: none"> Met requirement
<ul style="list-style-type: none"> Not proposing the use of subcontractors
<ul style="list-style-type: none"> Met requirement
3. Implementation - Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

BIDDER NAME: Berry, Dunn, McNeil & Parker, LLC d/b/a BerryDunn

DATE: July 23, 2024

EVALUATOR NAME: Lea Studholme

EVALUATOR DEPARTMENT: DHHS Office of the Health Insurance Marketplace

- | |
|--|
| <ul style="list-style-type: none">• Met requirements |
|--|

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



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Jeanne M. Lambrew, Ph.D.
Commissioner**

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

I, Justin Belka 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:

Justin Belka

6862F21005D0465...

Signature

Jul-12-2024

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 #: 202405102

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

I, Tanisha Hyland 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:

Tanisha Hyland

0214C00065P24DA...

Signature

Jul-12-2024

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 #: 202405102**

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

I, Megan Rochelo 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:

Megan Rochelo

C4B6D8A7D8744CE...

Signature

Jul-15-2024

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 #: 202405102**

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

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

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DocuSigned by:

A digital signature of Hilary K. Schneider, written in cursive.

28454508F38D408...

Signature

Jul-12-2024

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 #: 202405102**

RFP TITLE: Audit Services for Maine's Health Insurance Marketplace

I, Lea Studholme 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:

A handwritten signature in blue ink, appearing to read 'Lea Studholme', written over a blue line.

35405E323ADC459...

Signature

Jul-12-2024

Date