

State of Maine
Master Score Sheet

RFP# 202407127			
Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services			
Bidder Name:		Specialty Response Solutions, Inc	Training Technologies International, Inc.
Proposed Cost:		\$80,570.00	Disqualified
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	PASS	FAIL
Section II: Organization Qualifications and Experience	35.00	35.00	N/A
Section III: Proposed Services	35.00	30.00	N/A
Section IV: Cost Proposal	30.00	30.00	N/A
TOTAL	<u>100.00</u>	<u>95.00</u>	<u>N/A</u>

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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

Award Justification Statement
RFP# 202407127
Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

I. Summary

Through RFP# 202407127 Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services, the Department sought proposals for Safety Training and Certification Services for its Health and Environmental Testing Laboratory (HETL). Two (2) Bidders responded to the RFP:

Specialty Response Solutions, Inc
Training Technologies International, Inc.

Through the evaluation process, Specialty Response Solutions, Inc. received the highest score and was determined to provide the best value to the State of Maine.

II. Eligibility and Evaluation Process

An Evaluation Team, composed of four (4) State employees, verified the Bidders' eligibility requirements and applied the consensus method in scoring the Bidders' Qualifications & Experience and Proposed Services. Scores for the Cost Proposals were assigned using a mathematical formula.

III. Qualifications & Experience of Conditional Awardee

Specialty Response Solutions, Inc. offered an accomplished, experience-laden portfolio demonstrating the ability to deliver the services required by the RFP and successfully perform under the prospective contract.

IV. Proposed Services by Conditional Awardee

Specialty Response Solutions, Inc. provided a well-rounded response outlining an understanding of, and ability to meet, programmatic requirements of the RFP. Additionally, Specialty Response Solutions, Inc. demonstrated the means and skills necessary to meet the RFP's performance requirements through its project teams' competencies, subject matter expertise, and background.

V. Cost Proposal

Specialty Response Solutions, Inc. provided an initial-period-of-performance cost of \$80,570.00

VI. Conclusion

Out of 100 possible points, the Evaluation Team awarded Specialty Response Solutions, Inc. a score of 95.00. The Evaluation Team determined that the proposal submitted by Specialty Response Solutions, Inc. represents the best value to the State of Maine.

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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TTY: Dial 711 (Maine Relay)

Sep-12-2024

Via Electronic Mail: scott@specialtyresponse.com

Specialty Response Solutions, Inc.
Scott Luciano, President
S574 Main Road N
Hampden, ME 04444

SUBJECT: Notice of Conditional Contract Award under RFP #202407127 Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

Dear Scott Luciano,

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

- Specialty Response Solutions, Inc.

Specialty Response Solutions, Inc. received the evaluation team's highest ranking. The Department will be contacting Specialty Response Solutions, 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 Specialty Response Solutions, Inc. Specialty Response Solutions, 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,

Signed by:

Veronica Smith

9164A2DFB925446...

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

DocuSigned by:

Debra Downer

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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Division of Contract Management
11 State House Station
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Augusta, Maine 04333-0011
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TTY: Dial 711 (Maine Relay)

Sep-12-2024

Via Electronic Mail: hazmatyankee@gmail.com

Training Technologies International, Inc.
Allen S. Nygren
39 Coolidge Avenue
Hampden, ME 04444

SUBJECT: Notice of Conditional Contract Award under RFP #202407127 Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

Dear Allen S. Nygren,

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

- Specialty Response Solutions, Inc.

Specialty Response Solutions, Inc. received the evaluation team's highest ranking. The Department will be contacting Specialty Response Solutions, 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 Specialty Response Solutions, Inc. Specialty Response Solutions, 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.

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

Sincerely,

Signed by:

Veronica Smith

9164A2DFB925446...

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

DocuSigned by:

Debra Downer

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Morgan Easler, Kimberly Buffum, Heather Dyer, and Miranda Whalen

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	35.00
Section III. Proposed Services	35.00	30.00
Section IV. Cost Proposal	30.00	30.00
<u>Total Points</u>	<u>100.00</u>	<u>95.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information - Eligibility

Evaluation Team Comments:

Demonstrated at least five (5) years' experience in the past ten (10) years in providing state and federal laboratory procedures and protocols training and certification to state or local labs.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

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

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

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Provided three (3) relevant project examples.• Maine-based company established in 2013 with experience providing training developed by staff of specialists to organizations across Maine.• OSHA Authorized, CPR and First Aid certified.• Has training experience for multiple substantial laboratories.• Has Weapons of Mass Destruction (WMD) experience.• Trained the National Guard Civil Support Team (CST) and Maine Emergency Management Agency (MEMA) and HETL worked directly with those teams.• Employs a former CST Commander, beneficial for WMD and radioactive materials emergency protocols.• Provided Resource Conservation Recovery Act (RCRA) training to the HETL for two (2) years receiving positive feedback.
2. Subcontractors
<ul style="list-style-type: none">• Proposes to utilize Morrison Environmental Engineering, Inc. if necessary.
3. Organizational Chart
<ul style="list-style-type: none">• Provided a well-organized chart describing instructors and their specialties.
4. Litigation
<ul style="list-style-type: none">• Indicated None.
5. Financial Viability
<ul style="list-style-type: none">• Provided three (3) years of Profit and Loss summaries and Balance Sheets.
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided a valid certificate of insurance.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	35.00	30.00

Evaluation Team Comments:

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Safety Training and Certification Services
<ul style="list-style-type: none">• Provided a thorough plan for quarterly training to include courses with topics, their associated regulations, time allotments, and number of classes.• Listed additional Fit testing training for each quarter.
B. General Requirements
<ul style="list-style-type: none">• Provided Federal codes for governmental contracting.• Provided regulation adherence beyond 29 CFR.1910.• Provided evidence of staff credentials and willing to supply lab with more detailed documents upon request.• Will maintain a spreadsheet for all trainings.• Completed training information will be available in PDF format for tracking purposes.
C. Survey and Quality Assurance and Program Improvements
<ul style="list-style-type: none">• Plans to provide online course evaluations after each training.• Will provide a technologically advanced (QR code) and confidential system for feedback.• Plans to utilize feedback from course evaluations to improve training services and to incorporate into the following year's training curriculum.• Will utilize their internal Quality Improvement (QI) program.
D. Communication
<ul style="list-style-type: none">• Communication with the Department will go through the designated project manager.• Indicated a single initial meeting and additional email, phone or TEAMS conversations will allow for consistent communication.
2. Staffing

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

- | |
|---|
| <ul style="list-style-type: none">• Provided the position titles but very little detail provided for job descriptions.• Preplanned and met with a new subcontractor to provide new level of training.• Staffing plan is missing details for position titles.• Provided time allocation for training but did not provide total project time allocation. |
|---|

3. Implementation - Work Plan
<ul style="list-style-type: none">• Provided a work plan displaying some course instruction designated for assignment as "TBD". The Evaluation Team expects these roles will be filled by qualified instructors for the timeline provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Specialty Response Solutions, Inc.

DATE: September 3 & 5, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$80,570.00	÷	\$80,570.00	x	30.00 points	=	30.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Training Technologies International, Inc.

DATE: September 3, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFP Coordinator: Brittany Hall

Names of Evaluators: Morgan Easler, Kimberly Buffum, Heather Dyer, and Miranda Whalen

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		X
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35.00	N/A
Section III. Proposed Services	35.00	N/A
Section IV. Cost Proposal	30.00	N/A
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER: Training Technologies International, Inc.

DATE: September 3, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information – Eligibility

Evaluation Team Comments:

The Bidder indicated they did not meet the minimum qualifications in providing state and federal laboratory procedures and protocols training and certification to state or local labs for at least five (5) years within the last ten (ten) years. Therefore, the Bidder is disqualified from further evaluation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/22/2024, 8/28/2024, 8/29/2024

EVALUATOR NAME: Kimberly Buffum

EVALUATOR DEPARTMENT: DHHS HETL

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must have at least five (5) years of experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs.	
1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input type="checkbox"/> Project Two <input type="checkbox"/> Project Three
<ul style="list-style-type: none">• P Has training experience for multiple substantial laboratories• P Has WMD experience• I Has trained the National Guard CSTs and MEMA- we work directly with those teams	
<u>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</u>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/22/2024, 8/28/2024, 8/29/2024

EVALUATOR NAME: Kimberly Buffum

EVALUATOR DEPARTMENT: DHHS HETL

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P- Broad spectrum of experienced employees• P- Employs a former CST Commander, beneficial for WMD and radioactive materials emergency protocols• P- Has provided RCRA training to the HETL for 2 years with a 3rd scheduled this winter receiving positive feedback.	
2. Subcontractors	
<ul style="list-style-type: none">• P- Wide range of experience, to include specialists for WMD and radiation	
3. Organizational Chart	
<ul style="list-style-type: none">• P- Well organized chart describing instructors and their specialties	
4. Litigation	
<ul style="list-style-type: none">• P- None.	
5. Financial Viability	
<ul style="list-style-type: none">• P- Provided, as requested	
6. Certificate of Insurance	
<ul style="list-style-type: none">• P- Provided as requested	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/22/2024, 8/28/2024, 8/29/2024

EVALUATOR NAME: Kimberly Buffum

EVALUATOR DEPARTMENT: DHHS HETL

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Safety Training and Certification Services
<ul style="list-style-type: none">P- Provided a thoughtful plan for quarterly training to include courses with topics, their associated regulations, time allotments, and number of classes.
B. General Requirements
<ul style="list-style-type: none">I- Provided Federal codes for governmental contractingP- Provided regulation adherence beyond 1910 Met requirement- Provided evidence of staff credentials and willing to supply lab with more detailed documents upon request
Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">P- has experience with Portacount fit testing
C. Survey and Quality Assurance and Program Improvements
<ul style="list-style-type: none">P- Has a technologically advanced (QR code) and confidential system for feedback.
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
D. Communication
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
<ul style="list-style-type: none">Meets requirement
2. Staffing
<ul style="list-style-type: none">Meets requirementP- WMD and Rad experience
<ul style="list-style-type: none">Meets requirementP- preplanned and met with a new subcontractor to provide new level of training
<ul style="list-style-type: none">Meets requirement
3. Implementation - Work Plan
<ul style="list-style-type: none">Meets requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/22/2024, 8/28/2024, 8/29/2024

EVALUATOR NAME: Kimberly Buffum

EVALUATOR DEPARTMENT: DHHS HETL

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

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/26/2024 and 8/28/2024

EVALUATOR NAME: Heather Dyer

EVALUATOR DEPARTMENT: HETL, 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 I. Preliminary Information	
Eligibility Requirements	
Bidders must have at least five (5) years of experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs.	
1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input checked="" type="checkbox"/> Project Two <input checked="" type="checkbox"/> Project Three
<ul style="list-style-type: none">• Bidder meets the requirement with at least 5 years experience• P-training provided to private lab since 2014• P-training provided to state agency since 2013• P-training provided to state agency since 2022	
<i><u>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</u></i>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/26/2024 and 8/28/2024

EVALUATOR NAME: Heather Dyer

EVALUATOR DEPARTMENT: HETL, DHHS

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P-staff is certified as OSHA authorized instructors• P-staff consists of several different types of certified individuals	
2. Subcontractors	
<ul style="list-style-type: none">• P-works with private agency to provide Visible Emission training• P-private agency meets the Code of Federal Regulations	
3. Organizational Chart	
<ul style="list-style-type: none">• P-has several different employees with a wide variety of backgrounds relevant for training laboratory personnel	
4. Litigation	
<ul style="list-style-type: none">• None-Meets requirement	
5. Financial Viability	
<ul style="list-style-type: none">• Meets requirement-provided Profit Loss standard	
6. Certificate of Insurance	
<ul style="list-style-type: none">• P-liability insurance covers from 4/28/2024-4/28/2025	

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/26/2024 and 8/28/2024

EVALUATOR NAME: Heather Dyer

EVALUATOR DEPARTMENT: HETL, DHHS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Safety Training and Certification Services
<ul style="list-style-type: none"> • P- all training items are included • P-lists additional Fit testing training for each quarter
B. General Requirements
<ul style="list-style-type: none"> • P-staff are trained in a variety of specialties, including medical training and Haz Mat • P-staff are licensed/certified in a variety of specialties, including nursing and EMT
<ul style="list-style-type: none"> • P-meets requirement
<ul style="list-style-type: none"> • P-works with the state department of labor for training
<ul style="list-style-type: none"> • P-will maintain a spreadsheet for all trainings • P-completed training information will be available as a PDF for tracking purposes
<ul style="list-style-type: none"> • P-will be provided each quarter/8 sessions throughout the year
C. Survey and Quality Assurance and Program Improvements
<ul style="list-style-type: none"> • P-online course evaluations will be provided after each training
<ul style="list-style-type: none"> • P-feedback from course evaluations will be used
<ul style="list-style-type: none"> • P-feedback from annual reviews will be used
<ul style="list-style-type: none"> • P-attend trainings and review peer articles
<ul style="list-style-type: none"> • P-will meet with staff to assess needs
D. Communication
<ul style="list-style-type: none"> • P- communication will go through the project manager
<ul style="list-style-type: none"> • P-will be available by phone, email or Teams
<ul style="list-style-type: none"> • P-will be available by phone, email or Teams
<ul style="list-style-type: none"> • P-will go through proper chain for any changes
2. Staffing
<ul style="list-style-type: none"> • P-provided position titles, however minimum qualifications are not listed for staff members
<ul style="list-style-type: none"> • P-agency staff will be in attendance at trainings provided by subcontractors
<ul style="list-style-type: none"> • P-each quarter is listed with specified, required trainings
3. Implementation - Work Plan
<ul style="list-style-type: none"> • P-first month is listed to meet with the laboratory to develop plan and assign instructors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/26/2024 and 8/28/2024

EVALUATOR NAME: Heather Dyer

EVALUATOR DEPARTMENT: HETL, DHHS

- | |
|---|
| <ul style="list-style-type: none">• P-provided training done by subcontractor |
|---|

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

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/21/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: MeCDC, Grants and Contracts Team

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must have at least five (5) years of experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs.	
1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input checked="" type="checkbox"/> Project Two <input checked="" type="checkbox"/> Project Three
<ul style="list-style-type: none">• Provides safety and environmental training to public and private organizations.• Instructors have worked in and around field analytical labs and performed field sampling for WMD agents.• OSHA authorized outreach trainer, providing both OSHA 10 and 30 classes and individual safety topics.• Provides training through the community college systems, Maine Fire Training (now MFSI), Maine EMS, local fire departments and the 11th WMD CST.• Project One: The Jackson Laboratory. From 10/1/2014 to Present• Project Two: Maine Emergency Management Agency. From 1/20/2013 to Present.• Project Three: Maine Department of Environmental Protection. From 2/7/2022 to Present.	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/21/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: MeCDC, Grants and Contracts Team

Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/21/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: MeCDC, Grants and Contracts Team

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">Established in 2013 to fill a gap in realistic and effective safety and emergency response training.Staff have backgrounds in safety, hazardous materials, environmental protection, fire protection and emergency medicine.Provide training, safety and consulting services to corporations, hospitals, and local, county, state and federal agencies.	
2. Subcontractors	
<ul style="list-style-type: none">Morrison Environmental Engineering, Inc.	
3. Organizational Chart	
<ul style="list-style-type: none">Bidder provided an organizational chart.	
4. Litigation	
<ul style="list-style-type: none">Bidder indicated no litigation.	
5. Financial Viability	
<ul style="list-style-type: none">Bidder provided three years of Profit and Loss summaries and Balance Sheets	
6. Certificate of Insurance	
<ul style="list-style-type: none">Bidder provided a valid COI.	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/21/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: MeCDC, Grants and Contracts Team

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Safety Training and Certification Services
<ul style="list-style-type: none">Bidder provided a schedule, broken down by Quarters of when the trainings will be provided.
B. General Requirements
<ul style="list-style-type: none">Bidder provided a list of certifications obtained and/or maintained in many areas: OSHA Authorized Instructor, Maine Licensed Paramedic/EMT, Maine Licensed RN, Maine Fire Instructor, Maine EMS Instructor Coordinator, and ECSI CPR and First Aid Instructor/Instructor Trainer.Bidder indicated certifications or course completion certifications will be provided upon request.
<ul style="list-style-type: none">Bidder indicated curriculum and materials adapted in September will be provided prior to the first quarter training and each quarters material will be provided for review prior to implementation.
<ul style="list-style-type: none">Bidder regularly reviews Maine Department of Labor directives and consults with them when developing programs.
<ul style="list-style-type: none">Bidder indicated signed copies of course attendance rosters, test answer sheets, and certification will be provided to the HETL office manager or safety coordinator after the completion of each course.Some courses, such as First Aid/CPR are delivered electronically.A spreadsheet will be provided with employee names and which courses they have completed at the end of the contract period or at any time it is requested.
<ul style="list-style-type: none">8 sessions will be provided throughout the year to establish Portacount Fit Testing
C. Survey and Quality Assurance and Program Improvements
<ul style="list-style-type: none">Bidder maintains online records of course evaluation which will be available for review.Students access the course evaluations by scanning a QR code at the completion of the class and are able to provide confidential feedback.
<ul style="list-style-type: none">Bidder indicated quality assurance and improvement will occur throughout the process.Results of stakeholder evaluations will be used to accomplish this.
<ul style="list-style-type: none">Annual reviews and evaluations will be used to improve the program through internal QI program and the HETL staff.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/21/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: MeCDC, Grants and Contracts Team

<ul style="list-style-type: none">• Bidder indicated they attend regular trainings and review peer articles and data to ensure up to date information.
<ul style="list-style-type: none">• Bidder indicated they have met with, and will continue to meet with staff to fully understand needs and current procedures.
D. Communication
<ul style="list-style-type: none">• Bidder indicated the single point of contact will be the Program Manager who, with the team will coordinate with lab staff.
<ul style="list-style-type: none">• Bidder indicated a single initial meeting and additional email, phone or TEAMS conversations will allow for consistent communication.
<ul style="list-style-type: none">• Bidder indicated they have access to communication methods that allow them to be reached whenever there is a request. This includes email, phone or TEAMS meetings.
<ul style="list-style-type: none">• Bidder indicates any changes will be sent through the proper chain.
2. Staffing
<ul style="list-style-type: none">• Bidder provided position titles, and job descriptions.
<ul style="list-style-type: none">• The Bidder indicated Morrison Environmental Engineering has agreed to work with SRS to provide Smoke Training.• SRS will work the Maine HETL and MEE to coordinate the training, ensure all equipment is available and be in attendance for the training to ensure proper deliver and/or add immediate needs.
<ul style="list-style-type: none">• Bidder provided a staffing plan with position titles and time allocation to meet the requirements.
3. Implementation - Work Plan
<ul style="list-style-type: none">• Bidder provided a realistic workplan.
Part IV, Section IV. Cost Proposal
<ul style="list-style-type: none">• Bidder provided a Cost Proposal.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/19/2024

EVALUATOR NAME: Miranda Whalen

EVALUATOR DEPARTMENT: DHHS-OADS

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must have at least five (5) years of experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs.	
1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input type="checkbox"/> Project Two <input type="checkbox"/> Project Three
<ul style="list-style-type: none">Project 1: Jackson Laboratory training provided annually since 10/2014 (9 years)	
<i><u>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</u></i>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/19/2024

EVALUATOR NAME: Miranda Whalen

EVALUATOR DEPARTMENT: DHHS-OADS

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none">• Maine-based company established in 2013 with experience providing training to organizations across Maine• Training programs are developed by staff of qualified specialists• OSHA Authorized, CPR and First Aid• Project 1: Jackson Laboratory Hazardous Waste Operations and Emergency Response (OSHA HAZWOPER) since 10/2014• Project 2: Maine Emergency Management Agency – hazardous materials and confined space training since 1/2013• Project 3: Maine Department of Environmental Protection – HAZWOPER and Haz Mat Technician initial and recertification as well as other requested safety topics
2. Subcontractors	
	<ul style="list-style-type: none">• One Maine based company listed to provide Visible Emission Training and Certification – Provided proposal of services
3. Organizational Chart	
	<ul style="list-style-type: none">• Met
4. Litigation	
	<ul style="list-style-type: none">• None listed
5. Financial Viability	
	<ul style="list-style-type: none">• Met
6. Certificate of Insurance	
	<ul style="list-style-type: none">• Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/19/2024

EVALUATOR NAME: Miranda Whalen

EVALUATOR DEPARTMENT: DHHS-OADS

Part IV, Section III Proposed Services
1. Services to be Provided
Part II
A. Safety Training and Certification Services
<ul style="list-style-type: none">No response
B. General Requirements
<ul style="list-style-type: none">Listed certifications obtained and/or maintained by staffWill provide materials prior to implementation for reviewMaterial for each quarter to be providedExpressed knowledge of consulting with Maine Department of Labor for training program developmentWill provide signed copies or electronic certificatesWill track course attendance and provide a full report upon request or at the end of the contract period8 sessions annuallyStaff trained in both quantitative and qualitative fit testing
C. Survey and Quality Assurance and Program Improvements
<ul style="list-style-type: none">Use QR code to distribute confidential surveyMetCompany has an internal QI programStaff attends training and reviews peer articles and dataQ – what resources do they use to educate their staff?Not much detail provided
D. Communication
<ul style="list-style-type: none">MetContact via phone, email, and TeamsMetMet
2. Staffing
<ul style="list-style-type: none">Project Manager and Office Manager positions not listed in Org ChartSRS will coordinate training with MEE for smoke trainingMissing detail on position titles and time allocation
3. Implementation - Work Plan
<ul style="list-style-type: none">Multiple items listed with no assignment – TBDWork plan does not include proposal to provide materials ahead of time for review – what timeline will be provided for review?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Specialty Response Solutions, Inc

DATE: 8/19/2024

EVALUATOR NAME: Miranda Whalen

EVALUATOR DEPARTMENT: DHHS-OADS

- | |
|--|
| <ul style="list-style-type: none">• Work plan does not include course surveys or reporting |
|--|

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

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Training Technologies International, Inc.

DATE: 8/22/2024, 8/28/2024, 8/29/2024

EVALUATOR NAME: Kimberly Buffum

EVALUATOR DEPARTMENT: DHHS HETL

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
Bidders must have at least five (5) years of experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs.	
1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input checked="" type="checkbox"/> Project Two <input checked="" type="checkbox"/> Project Three
<ul style="list-style-type: none">• Q- Has 4 years' experience providing training to labs• P- Has provided training to the DEP since 2018	
<i>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</i>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Training Technologies International, Inc.

DATE: 8/26/2024 and 8/28/2024

EVALUATOR NAME: Heather Dyer

EVALUATOR DEPARTMENT: HETL, 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 I. Preliminary Information	
Eligibility Requirements	
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1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input checked="" type="checkbox"/> Project One <input checked="" type="checkbox"/> Project Two <input checked="" type="checkbox"/> Project Three
<ul style="list-style-type: none">• Bidder does not meet requirement of at least 5 years experience in the last 10 years; only 4 years experience• P-training provided to state agency from 2022-2023• P-training provided to state agency since 2021• P-training provided to state agency since 2018	
<u><i>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</i></u>	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Training Technologies International, Inc.

DATE: 8/28/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: Maine CDC/Grants and Contracts Team

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
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1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No
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<ul style="list-style-type: none">• 4 years' experience in the last 10 years providing state and federal laboratory procedures and protocols training and certification to state and local labs, including the MeCDC in Augusta, MDMR in Lamoine and Boothbay.• Has delivered certification classes to Municipal Water Districts.• Has delivered compliance and certification classes to MDEP since 2018.• Project One: Maine CDC HETL from 4/13/2022 to 9/27/2023. Chemical Hygiene Plan Refresher.• Project Two: Maine Department of Marine Resources from 2/9/2021 to 2/2/24. DOT Gen Awareness & Hazardous Waste, Hazmat Operations. (Wondering if this project and the length of time would count towards the requirement of 5-years' experience based on the project description)	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Training Technologies International, Inc.

DATE: 8/28/2024

EVALUATOR NAME: Morgan Easler

EVALUATOR DEPARTMENT: Maine CDC/Grants and Contracts Team

- Project Three: Maine DEP from 9/20/2018 to 1/30/2024. Hazardous Waste. Operations & Emergency Response. (Wondering if this project and the length of time would count towards the requirement of 5-years' experience based on the project description)

Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

BIDDER NAME: Training Technologies International, Inc.

DATE: 8/19/2024

EVALUATOR NAME: Miranda Whalen

EVALUATOR DEPARTMENT: DHHS-OADS

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

Individual Evaluator Comments:

Part I. Preliminary Information	
Eligibility Requirements	
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1. Does the Bidder have at least five (5) years' experience in the last ten (10) years providing state and federal laboratory procedures and protocols training and certification to state or local labs?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No
2. If the Bidder experience is outlined in Appendix D under the Project descriptions, identify which Project(s) demonstrate meeting the requirement. Otherwise, provide a detailed description of the Bidder's experience below.	<input type="checkbox"/> Project One <input type="checkbox"/> Project Two <input type="checkbox"/> Project Three
<ul style="list-style-type: none">Projects combined demonstrate less than five years of experience providing training to Maine CDC HETL (1.5 years; 2022-2023) and MDMR (3 years; 2021-2024).	
<u>Bidders must provide specific details (i.e., time period of experience (specific years), specific project eligibility requirements, etc.) in their project(s) in order for the proposal Evaluation Team to determine eligibility. Lack of details may result in the proposal being disqualified as non-responsive.</u>	



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

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202407127**

**RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and
Certification Services**

I, Kimberly Buffum 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:

Kimberly Buffum

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Signature

Aug-16-2024

Date



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

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

I, Heather Dyer 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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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.

Signed by:

Heather M Dyer

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Signature

Aug-16-2024

Date



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

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202407127

RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and Certification Services

I, Morgan Easler 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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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.

Signed by:

Morgan Easler

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Signature

Aug-19-2024

Date



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

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Acting Commissioner**

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202407127

**RFP TITLE: Health and Environmental Testing Laboratory (HETL) Safety Training and
Certification Services**

I, Miranda Whalen 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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Signed by:

Miranda Whalen

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Signature

Aug-16-2024

Date