



**STATE OF MAINE  
Maine Judicial Branch**

**Janet T. Mills  
Governor**

**Chief Justice  
Valerie Stanfill**

**AWARD NOTIFICATION LETTER**

7 October, 2024

Marilyn C. Ashcroft  
[REDACTED]

**SUBJECT: Notice of Conditional Contract Award under RFP # 202408150,  
Medical Malpractice Screening Panel Chair**

Dear Ms. Ashcroft:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Medical Malpractice Screening Panel Chair. 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 the following bidder:

- Marilyn C. Ashcroft

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder 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 the apparent successful vendor. The vendor 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. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

DocuSigned by:  
*Connor Smith*  
755F066F9C634D0...

Connor Smith  
Procurement Manager  
Administrative Office of the Courts  
125 Presumpscot St.  
Portland, ME 04103  
Office: (207)-822-0709 (20709)  
[Connor.smith@courts.maine.gov](mailto:Connor.smith@courts.maine.gov)

## STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202408150  
**RFP TITLE:** Medical Malpractice Screening Panel Chair  
**BIDDER:** Marilyn C. Ashcroft  
**DATE:** 9 September 2024

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch  
**Name of RFP Coordinator:** Connor Smith  
**Names of Evaluators:** Natasha Jensen, Laura Pearlman, Michelle, Ardabilly

Single bidder for RFP 202408150. Proposal met all requirements/expectations.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• Individual Meets requirements of 24 M.R.S. § 2852(2)(a)	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>
Section III. Proposed Services	<b>40</b>	<b>40</b>
Section IV. Cost Proposal	<b>30</b>	<b>30</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>100</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202408150  
**RFP TITLE:** Medical Malpractice Screening Panel Chair  
**BIDDER:** Marilyn C. Ashcroft  
**DATE:** 9 September 2024

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

- Individual Meets requirements of 24 M.R.S. § 2852(2)(a)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202408150

**RFP TITLE:** Medical Malpractice Screening Panel Chair

**BIDDER:** Marilyn C. Ashcroft

**DATE:** 9 September 2024

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>30</b>

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**Evaluation Team Comments:**

Marilyn Ashcroft has fulfilled the duties of this position for the better part of a decade. Has the legal background and qualifications necessary to chair the medical malpractice panel.

Properly insured and licensed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202408150  
RFP TITLE: Medical Malpractice Screening Panel Chair  
BIDDER: Marilyn C. Ashcroft  
DATE: 9 September 2024

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40</b>	<b>40</b>

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**Evaluation Team Comments:**

Fully understands the responsibilities of the roll. Proposal listed all of the expectations of the position.

Vendor has dutifully performed aforementioned expectations for the previous five years.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202408150  
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**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	*	Cost Proposal Being Scored	x	Score Weight	=	Score
\$300,000.00	*	\$300,000.00	x	30 points	=	30

**Evaluation Team Comments:**

15% Increase on cost set in 2019 to meet inflation



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202408150**  
**RFP TITLE: Medical Malpractice Screening Panel Chair**

I, Laura Pearlman accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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.**

Signed by:  
*Laura S. Pearlman*  
C330902875F944C  
\_\_\_\_\_  
**Signature**

9/9/2024  
\_\_\_\_\_  
**Date**



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202408150**  
**RFP TITLE: Medical Malpractice Screening Panel Chair**

I, Natasha Jensen accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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:

*Natasha Jensen*

3AFF05810BF408

Signature

9/9/2024

Date



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Valerie Stanfill

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202408150**  
**RFP TITLE: Medical Malpractice Screening Panel Chair**

I, Michelle Ardabilly accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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.**

Signed by:  
*Michelle Ardabilly*  
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\_\_\_\_\_  
**Signature**

9/9/2024  
\_\_\_\_\_  
**Date**