

**State of Maine  
Master Score Sheet**

RFP# 202503035					
Maternal and Child Health Needs Assessment and Consultation					
<b>Bidder Name:</b>		<b>Altarum Institute</b>	<b>Brandeis University</b>	<b>Elkin Consulting</b>	<b>Judge Baker Children's Ctr (d/b/a The Baker Center for Children and Families)</b>
<b>Proposed Cost:</b>		<b>\$482,383.11</b>	<b>\$714,485.00</b>	<b>\$505,993.30</b>	<b>\$304,823.25</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	Pass/Fail	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Section II: Organization Qualifications and Experience	30.00	<b>13.00</b>	<b>20.00</b>	<b>21.00</b>	<b>17.00</b>
Section III: Proposed Services	40.00	<b>22.00</b>	<b>26.00</b>	<b>23.00</b>	<b>24.00</b>
Section IV: Cost Proposal	30.00	<b>18.96</b>	<b>12.80</b>	<b>18.07</b>	<b>30.00</b>
<b>TOTAL</b>	<b>100.00</b>	<b>53.96</b>	<b>58.80</b>	<b>62.07</b>	<b>71.00</b>
<b>Bidder Name:</b>		<b>Kauffman and Associates, Inc.</b>	<b>LW Consulting, Inc.</b>	<b>Milliman, Inc.</b>	<b>Westat, Inc.</b>
<b>Proposed Cost:</b>		<b>\$584,779.00</b>	<b>\$734,385.00</b>	<b>\$598,941.00</b>	<b>\$699,904.00</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	Pass/Fail	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Section II: Organization Qualifications and Experience	30.00	<b>20.00</b>	<b>9.00</b>	<b>19.00</b>	<b>25.00</b>
Section III: Proposed Services	40.00	<b>22.00</b>	<b>10.00</b>	<b>28.00</b>	<b>36.00</b>
Section IV: Cost Proposal	30.00	<b>15.64</b>	<b>12.45</b>	<b>15.27</b>	<b>13.07</b>
<b>TOTAL</b>	<b>100.00</b>	<b>57.64</b>	<b>31.45</b>	<b>62.27</b>	<b>74.07</b>

Janet T. Mills  
Governor

Sara Gagné-Holmes  
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# 202503035**  
**Maternal and Child Health Needs Assessment and Consultation**

**I. Summary**

Through RFP# 202503035, the Department sought proposals for facilitation and consultation related to the Title V Maternal and Child Health Block Grant (MCH Block Grant). Eight (8) Bidders responded to the RFP:

- Altarum Institute
- Brandeis University
- Elkin Consulting
- Judge Baker Children's Ctr (d/b/a The Baker Center for Children and Families)
- Kauffman and Associates, Inc.
- LW Consulting, Inc.
- Milliman, Inc.
- Westat, Inc.

Through the evaluation process, Westat, Inc. (Westat) received the highest score and was determined to provide the best value to the State of Maine.

**II. Evaluation Process**

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

**II. Qualifications & Experience of Conditional Awardee**

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

**III. Proposed Services by Conditional Awardee**

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

**IV. Cost Proposal**

Westat provided a competitive cost of \$699,904.00.

**V. Conclusion**

Out of 100 possible points, the Evaluation Team awarded Westat a score of 74.07. The strength of Westat's proposal outweighed the other Bidders through its qualifications and experience and the services and cost it proposed. The Evaluation Team determined that the proposal submitted by Westat represents the best value to the State of Maine.

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Jun-05-2025

Via Electronic Mail: [frank.mckenna@altarum.org](mailto:frank.mckenna@altarum.org)

Altarum Institute  
Frank McKenna, Sr. Contracts Specialist  
26200 Town Center Drive  
Suite 350  
Novi, Michigan 48375

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Mr. McKenna,

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 Maternal and Child Health Needs Assessment and Consultation. 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:

- Westat, Inc.

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.

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).

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

Sincerely,

Signed by:

*Veronica Smith*

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

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Jun-05-2025

Via Electronic Mail: [oraawards-group@brandeis.edu](mailto:oraawards-group@brandeis.edu)

Brandeis University  
Martha R. Davis  
415 South Street, MS116  
Waltham, MA 02453-2728

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Davis,

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 Maternal and Child Health Needs Assessment and Consultation. 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.

Westat, Inc.

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

Sincerely,  
Signed by:

*Veronica Smith*

FEC16F5FF697476

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

DocuSigned by:

*Debra Downer*

5DC6307B5558482

Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management

Janet T. Mills  
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Jun-05-2025

Via Electronic Mail: [suzanna@elkinconsult.com](mailto:suzanna@elkinconsult.com)

Elkin Consulting  
Suzanna Elkin, Owner and Lead Consultant  
199 Bruce Hild Road,  
Cumberland, ME 04021

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Elkin,

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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

Sincerely,

Signed by:

*Veronica Smith*

FEC16F5FF697476...

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  
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Jun-05-2025

Via Electronic Mail: [jfitts@bakercenter.org](mailto:jfitts@bakercenter.org)

Judge Baker Children's Center  
Jessie Fitts, Assistant Director of Implementation  
53 Parker Hill Avenue  
Boston, MA 02120

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Fitts,

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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

Sincerely,

Signed by:

*Veronica Smith*

FEC16F5EF697476

Veronica Smith

Chief Operating Officer

Maine Center for Disease Control and Prevention

DocuSigned by:

*Debra Downer*

5DC6307B8558482...

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Jun-05-2025

Via Electronic Mail: [contracts@kauffmaninc.com](mailto:contracts@kauffmaninc.com)

Kauffman and Associates, Inc. (KAI)  
Kathy Lewis, Director of Contract Management  
P.O. Box 21789  
Spokane, WA 99201

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Lewis,

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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

Sincerely,

Signed by:

*Veronica Smith*

Veronica Smith

Chief Operating Officer

Maine Center for Disease Control and Prevention

DocuSigned by:

*Debra Downer*

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Debra Downer

Deputy Director for Competitive Procurement

Division of Contract Management

Janet T. Mills  
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Maine Department of Health and Human Services  
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Augusta, Maine 04333-0011  
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TTY: Dial 711 (Maine Relay)

Jun-05-2025

Via Electronic Mail: [NOliver@LW-Conslut.com](mailto:NOliver@LW-Conslut.com)

LW Consulting  
Nicole Oliver, Director  
5925 Stevenson Avenue, Suite G,  
Harrisburg, PA 17112

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Oliver,

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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

Sincerely,

Signed by:

*Veronica Smith*

FEC16F5FE697476

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

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TTY: Dial 711 (Maine Relay)

Jun-05-2025

Via Electronic Mail: [Andrew.Naugle@milliman.com](mailto:Andrew.Naugle@milliman.com)

Milliman, Inc  
Andrew Naugle, MBA, Principal & Senior Healthcare Management Consultant  
10 W Market Street, STE 1600,  
Indianapolis, IN 46204

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Mr. Naugle

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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

Sincerely,  
Signed by:

*Veronica Smith*

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

DocuSigned by:

*Debra Downer*

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Debra Downer  
Deputy Director for Competitive Procurement  
Division of Contract Management



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Jun-05-2025

Via Electronic Mail: [KerryGraceMorrissey@westat.com](mailto:KerryGraceMorrissey@westat.com)

Westat, Inc.  
Kerry Grace Morrissey, Vice President, Public Health  
1600 Research Boulevard,  
Rockville, MD 20850-3129

SUBJECT: Notice of Conditional Contract Award under RFP 202503035 Maternal and Child Health Needs Assessment and Consultation

Dear Ms. Grace

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 Maternal and Child Health Needs Assessment and Consultation. 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.

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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).

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

Sincerely,

Signed by:

*Veronica Smith*

EEC18F55F695476...

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 #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>13.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>22.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>18.96</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>53.96</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>13.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Lists three (3) relevant projects.</li><li>• Thirty (30) year history supporting MCH programs.</li><li>• Current incumbent for the MCH Needs Assessment. Challenges include a large staff turnover resulting in delayed responses and low-quality execution and deliverables.</li><li>• Supports other states Title V Needs Assessments.</li><li>• Partnerships with the Health Resources and Services Administration's MCH Bureau.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• States N/A</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Met requirement.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Provided, as required, the team has determined no litigation is relevant to the services of this project.</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

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

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"> <li>Will develop a yearly education plan for leads/partners and will use interactive components and MS Teams.</li> <li>Plans to poll members of the group and can adjust the plan as needed.</li> <li>Plans to utilize sources for presentations from Title V, AMCHP, MCH Evidence center, and Center for Maternal and Child Health Medicaid Partnerships (CMMP).</li> <li>Plans to take the lead on organizing and facilitating education opportunities.</li> <li>Agrees to develop and distribute the agenda for each leads and partners meeting.</li> <li>Plans to facilitate the meetings, encourage people to be engaged and take notes.</li> <li>Plans to use MS Teams to host meetings.</li> <li>Plans to provide consultation to plan, guide and troubleshoot ongoing Title V and performance monitoring activities in between the five-year needs assessment, for each of the five population domains listed.</li> <li>Demonstrates understanding of requirements and provided a comprehensive plan.</li> </ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"> <li>Provided details on each of the section requirements for the Needs Assessment process.</li> </ul>
<b>C. Staffing Requirements</b>
<ul style="list-style-type: none"> <li>Provided details on how staffing will be provided.</li> </ul>
<b>D. Reports</b>
<ul style="list-style-type: none"> <li>Met the requirements.</li> </ul>
<b>2. Staffing</b>
<ul style="list-style-type: none"> <li>Sub-contractors may be needed for in-person convenings and for translation services and described the plan to oversee and manage the sub-contractors.</li> <li>Did not acknowledge utilizing Sub-contractors/consultants in Section II.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

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<b>3. Implementation - Work Plan</b>
<ul style="list-style-type: none"><li>• Covers all requirements laying out tasks and personnel responsible including settings and timelines.</li><li>• Did not note tasks delegated to subcontractors.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Altarum Institute

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$304,823.25</b>	÷	<b>\$482,383.11</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>18.96</b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

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**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>20.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>26.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>12.80</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>58.80</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>20.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Over 40 years of dedication to conducting assessments and evaluations.</li><li>• Cites experience with healthcare systems and 40 states with multiple contracts with Health and Human Services departments.</li><li>• Understanding the specific requirements for federal funders (HRSA, CDC, SAMHSA, NIDA, NIH, CMS).</li><li>• Provided descriptions of lead staff.</li><li>• States employees were hand selected for this particular RFP to best suit the needs of the tasks within the requested services.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• Provided name of subcontractor.</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Provided, as required, the team has determined no litigation is relevant to the services of this project.</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

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

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"><li>• Plans to utilize bi-monthly educational opportunities based on the current needs assessment and MCH action plans.</li><li>• Plans to create an up-to-date resource available for self-paced and live training courses updated quarterly.</li><li>• Online survey will be sent to members of the Domain Leads and Partners Meeting to get their input on training needs and to identify options for each domain.</li><li>• Educational Opportunity Events will be held on the Zoom platform and meeting members will be polled on best date and time.</li><li>• Members will receive background materials and draft agendas five (5) business days prior.</li><li>• Events are recorded, summarized, and slides are made available to members within five (5) business days following the event.</li><li>• Plans to utilize AI for note taking but it is unclear how accurate that process would be.</li><li>• Provided a clear outline for this section including strategies and explains capacity for the required work and ways they can provide support.</li><li>• Acknowledged providing consultation and advice related to the Action Plans and referenced details of the plans back to the Section A. 2. &amp; 3. of the response.</li><li>• Plans to develop an annotated outline highlighting key elements for insight based on meeting notes and data to be shared with the Department and PM Leads for feedback.</li></ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• Plans to utilize an effective hybrid model supporting higher levels of participation from rural and remote areas.</li><li>• Outlined the customization of the constituent survey.</li><li>• Clearly outlined the project management of the activities and provided details.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

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|---|
| <ul style="list-style-type: none"><li>• The MCH Needs Assessment Toolkit will be used as framework for the assessment.</li><li>• Will schedule in-person and online listening sessions to be analyzed in order to develop a constituent survey.</li></ul> |
|---|

<b>C. Staffing Requirements</b>
---------------------------------

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|---|
| <ul style="list-style-type: none"><li>• Provided a process for determining which staff would be on the project and the process when a vacancy occurs.</li></ul> |
|---|

<b>D. Reports</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Met the requirements.</li></ul> |
|---|

<b>2. Staffing</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Met the requirements.</li></ul> |
|---|

<b>3. Implementation - Work Plan</b>
--------------------------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>• Detailed categories including deliverables, timelines, and personnel responsible.</li></ul> |
|---|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Brandeis University

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$304,823.25</b>	÷	<b>\$714,485.00</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>12.80</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

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**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>21.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>23.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>18.07</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>62.07</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>21.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Maine based; woman owned business.</li><li>• Owner has 20 years of experience in public health and education research, planning and evaluation.</li><li>• Worked with various health equity initiatives including family nutrition, food insecurity, behavioral health and substance abuse disorders, maternal health and tobacco prevention.</li><li>• Has designed and facilitated research and planning initiatives with rural, minority and non-English speaking communities.</li><li>• Provided support to public and private organizations in the United States and internationally.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• Provided names of various organizations and consultants they have partnerships with and are familiar with the Department.</li><li>• States a possible need for additional consultants if necessary. It is unclear how additional resources would affect the overall cost and delays in onboarding.</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Indicated "None".</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Financial documents for 2023 and 2024 provided. Prior financial documentation unavailable as the owner was not available for an extended period.</li><li>• Appears to be financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40.00</b>	<b>23.00</b>

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"> <li>Plans to provide research, logistics and facilitation support for the bi-monthly educational opportunities meeting.</li> <li>Training needs of Domain Leads and Partners Meeting participants will be assessed on a regular basis by utilizing virtual polls and ongoing discussion.</li> <li>Plans to work with the Department to schedule training that best suits the needs of the group, including online or live presentations.</li> <li>Training objectives and session information will be distributed to all Domain Leads and Partners at least five (5) days prior to meetings.</li> <li>Response lacks detail regarding managing performance monitoring and reporting processes.</li> <li>Plans to assist PM Leads track and report on progress.</li> <li>Lacks detail on the plan to provide consultation and advice related to the Action Plans.</li> </ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"> <li>Provided a detailed description and outline of how the needs assessment would be completed including circling back to report back to stakeholders.</li> <li>Demonstrated a strong understanding of Maine and Maine CDC infrastructure.</li> <li>Provided an interesting approach on methods to survey collection and sampling.</li> <li>Will utilize a data consultant offering detailed analysis and surveying support.</li> </ul>
<b>C. Staffing Requirements</b>
<ul style="list-style-type: none"> <li>States 2+ years of facilitation service experience. It is unclear if there is a minimum of three (3) years' experience.</li> <li>It is unclear if the MCH Block Grant experience is met.</li> </ul>
<b>D. Reports</b>
<ul style="list-style-type: none"> <li>Met the requirements.</li> </ul>
<b>2. Staffing</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

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- |   |
|---|
| <ul style="list-style-type: none"><li>• Describes strategies and resources for project team management.</li></ul> |
|---|

<b>3. Implementation - Work Plan</b>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• Provided a detailed work plan outlining tasks, activities, personnel, and timeline to meet all requirements.</li></ul> |
|--|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Elkin Consulting

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$304,823.25</b>	÷	<b>\$505,993.30</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>18.07</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>17.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>24.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>30.00</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>71.00</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>17.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Over 10 years of experience in evidence-based approaches to access high quality care for children and their families.</li><li>• Supported organizations at the federal, state and local levels but with limited details.</li><li>• Developed and facilitated multiple learning collaboratives.</li><li>• Founded the National Center for Adoption Competent Mental Health Services funded by the Administration for Children, Youth, and Families.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Provided, as required, the team has determined no litigation is relevant to the services of this project.</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

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

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"> <li>Plans to begin with a survey to assess the participants' needs, experiences, and training interests, providing a starting point on the selection and development of future educational sessions.</li> <li>Plans to utilize current Needs Assessment results.</li> <li>Demonstrated experience in convening groups.</li> <li>Plans to have regular and engaging contact with the domain leads and partners.</li> <li>Will ensure Domain Leads and Partners will have high impact learning opportunities to advance MCH priorities.</li> <li>Will identify in-person and virtual training sessions.</li> <li>Sessions designed to engage participants across various roles and levels of experience. Incorporated content will align with priority MCH performance measures.</li> <li>Demonstrates experience delivering high-quality educational opportunities through the Children's Mental Health Forum.</li> <li>Plans to have a dedicated team in place to lead and support these educational opportunities.</li> <li>Describes strategy including specific tools, outlines potential topic areas for each domain, and describes potential content of reports including visual aids.</li> <li>SMART goals will be developed annually with clear goals and measurable benchmarks.</li> <li>Monthly Performance Monitoring Meetings will be held with PM Leads to track progress.</li> <li>Provided a detailed description of how the site visit will be prepared and what will be done after.</li> <li>Provided high level details on how to support the site visit including creating materials and inviting community voices/lived experience representation.</li> <li>Described a very detailed plan that will be incorporated in all project workflows.</li> </ul>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

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<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• Provided a very detailed outline covering all requirements with specific steps and strategies laid out for each, including resources to be utilized.</li><li>• Provided details such as naming potential partners, and actionable items.</li><li>• Plans to survey 2,000 individuals across various regions and populations.</li><li>• Targeted focus groups on key populations.</li><li>• Discussed equity focused disaggregation.</li><li>• Provided detail for many of the Department's programs and how those will be integrated into the needs assessment.</li><li>• General plan for the needs assessment seems reasonable.</li></ul>
<b>C. Staffing Requirements</b>
<ul style="list-style-type: none"><li>• Met the requirements.</li></ul>
<b>D. Reports</b>
<ul style="list-style-type: none"><li>• Met the requirements.</li></ul>
<b>2. Staffing</b>
<ul style="list-style-type: none"><li>• Staffing plan indicates a percentage decrease in personnel for Year 5, which is the peak time for project deliverables.</li><li>• It is unclear if the timeline is realistic.</li></ul>
<b>3. Implementation - Work Plan</b>
<ul style="list-style-type: none"><li>• Outlines Activities broke down by deliverables, with timelines and personnel responsible.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** May 22, 2025

\*\*\*\*\*

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$304,823.25</b>	÷	<b>\$304,823.25</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>30.00</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Kauffman and Associates, Inc.

**DATE:** May 22, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>20.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>22.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>15.64</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>57.64</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Kauffman and Associates, Inc.

**DATE:** May 22, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Kauffman and Associates, Inc.

**DATE:** May 22, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>20.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Founded in 1990.</li><li>• Detailed experience with MCH subject matter and MCH Block Grant Needs Assessment support as well as work on other projects included in Title V with a focus on improving health for vulnerable and underserved populations.</li><li>• Direct MCH block grant work for Washington State.</li><li>• Conducted a community readiness assessment with the Confederated Tribes of Grand Ronde for the tribes maternal, infant, and early childhood home visiting grant (MIECHV).</li><li>• Provides research and evaluation, communications, training and technical assistance, meeting and event planning, tribal relations and learning, and organizational transformation for federal, state, tribal and non-profit clients.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• Plans to utilize a subcontractor.</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Met requirement.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Indicated "None".</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Kauffman and Associates, Inc.

**DATE:** May 22, 2025

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**EVALUATION OF SECTION III  
Proposed Services**

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

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"><li>• Provides very detailed and professional breakdown of tasks, including strategies for engagement and specific platforms to be used.</li><li>• Provided a detailed plan to ensure smooth facilitation and productivity.</li><li>• Provided a thorough and detailed process, including possible questions, and plans for collaboration with partners and the Department.</li><li>• Provided clear, strategic steps to ensure comprehensive delivery, including possible resources, tools, and systems to be employed.</li><li>• Plans to provide guidance and expertise.</li><li>• Will create a FAQ document so others can benefit from the questions.</li><li>• Will develop a dissemination plan for the action plans.</li><li>• Provided a thorough plan for site visit including table outlining tasks and responsibilities and describing materials to be created.</li></ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• Will use a mixed-method approach in gathering information and data that will be used for the needs assessment.</li><li>• Provide training opportunities for the MCH Domain Leads and Partners.</li><li>• Will assist in the annual report and application for the MCHBG.</li><li>• Planned work will be tasked to their subcontractor who has experience with similar block grants and needs assessments.</li><li>• Plans to create a survey and test it.</li><li>• Will conduct listening sessions and agrees to help with IRB as needed, but DHHS will need to submit it.</li><li>• Has a dissemination plan and plans to buy some media time with the contract funds.</li></ul>
<b>C. Staffing Requirements</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

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**DATE:** May 22, 2025

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- Demonstrated strong background and evidence of staff providing services, including specific personnel's experience.

**D. Reports**

- Met the requirements.

**2. Staffing**

- Staffing plan does not provide detailed time allocation making it difficult for the Evaluation Team to determine if the minimum staffing required was sufficient.
- Offered optional staffing plans instead of a concise plan.
- Epidemiologist was listed as a staff position. Per Part II, B.1.a.v., the requirement is to "assist" the Department's epidemiology team.

**3. Implementation - Work Plan**

- Outlined tasks/activities organized into actionable items and deliverables according to the anticipated timeline.
- Did not delineate the person or position responsible for each task.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Kauffman and Associates, Inc.

**DATE:** May 22, 2025

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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
<b>\$304,823.25</b>	÷	<b>\$584,779.00</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>15.64</b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>9.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>10.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>12.45</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>31.45</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

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**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>9.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) project examples which were somewhat relevant to the scope of the RFP.</li><li>• Specializes in healthcare compliance.</li><li>• Have been working with hospitals, nursing homes, rehab providers, and behavioral health providers since 2005.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• None</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided an organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Indicated None</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Statements indicated net losses for 2023 and 2024.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40.00</b>	<b>10.00</b>

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"><li>• Response to organizing and facilitating bi-monthly (every other month) educational opportunities for members of the Domain Leads and Partners Meeting lacked details and is considered minimally responsive.</li><li>• Provided a detailed response for assisting with Domain Leads and Partners Meeting preparation and follow-up but did not include examples specific to this project or specific resources.</li><li>• Provided details and organized steps and processes for managing performance monitoring and reporting, however, the narrative does not align with the Maternal and Child Health Block Grant (MCH BG) process. Example, the KPIs are already determined.</li><li>• Plans to hold virtual feedback loop meetings.</li><li>• Qualitative and quantitative approach will be used to define evaluation methods.</li><li>• Provided a broad approach to action plan methods but did not demonstrate the capacity/capability to be SMEs for the MCH topic.</li><li>• Plans to utilize Infographics or digital storytelling through online media.</li><li>• Provided a detailed narrative to attending Site Visits but does not align with the MCH process and did not demonstrate knowledge of the MCH BG/Title V process.</li></ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• The plan outlined for the needs assessment is thorough and appears to be an effective plan.</li></ul>
<b>C. Staffing Requirements</b>
<ul style="list-style-type: none"><li>• Provided an overall statement related to experience, but did not specifically address each of the required experience.</li><li>• Demonstrated the ability to have strong facilitation, presentation and organized services, however details lacked specificity.</li></ul>
<b>D. Reports</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

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<ul style="list-style-type: none"><li>• Met the requirements.</li></ul>
<b>2. Staffing</b>
<ul style="list-style-type: none"><li>• Job descriptions provided limited information concerning employee involvement and qualifications for the positions.</li></ul>
<b>3. Implementation - Work Plan</b>
<ul style="list-style-type: none"><li>• Work plan is unrealistic and only outlines work pertaining to needs assessment activities.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** LW Consulting, Inc.

**DATE:** May 23, 2025

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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
<b>\$304,823.25</b>	÷	<b>\$734,385.00</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>12.45</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Milliman, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

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<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>19.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>28.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>15.27</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>62.27</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Milliman, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Milliman, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>19.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Project examples working with DHHS in Indiana and Kentucky.</li><li>• Global consulting firm founded in 1947.</li><li>• Committed to improving health outcomes.</li><li>• Knowledge and experience in healthcare systems, policy development, and program implementation.</li><li>• Demonstrated experience in stakeholder engagement, strategic planning and education.</li><li>• Demonstrated experience in grant management and needs assessment facilitation.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Provided a statement concerning their litigation cases without providing the required information as outlined in the RFP. The team was not able to determine if any litigation would affect the ability to perform the needs assessment and consultation services.</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears to be financially viable.</li></ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provide a valid COI.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Milliman, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40.00</b>	<b>28.00</b>

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"> <li>• Provided a clear and concise plan to organize and facilitate bi-monthly (every other month) educational opportunities for members of the Domain Leads and Partners Meeting. Clearly did research on organizations available to do the training.</li> <li>• Plans to identify relevant professional development options to empower the team to drive progress toward Title V goals and strengthen the MCH initiatives across the state.</li> <li>• Plans to utilize online polls and workgroup listening sessions to poll staff, find resources for those needs, and facilitate bi-monthly meetings.</li> <li>• Detailed approach including possible resources and partners, comprehensively meets requirements.</li> <li>• Plans to work with internal stakeholders to identify educational opportunities for the Domain Leads and Program Meeting.</li> <li>• Plan to assist with Domain Leads and Partners Meeting preparation and follow-up is clear</li> <li>• Plans to utilize MS Teams but also has Zoom as an option.</li> <li>• Documents will be archived in an accessible SharePoint site for attendees to reference when needed.</li> <li>• Provided a detailed plan to manage performance monitoring and reporting, including steps for specific strategies/tools/frameworks to be used.</li> <li>• Demonstrates familiarity with project and subject matter.</li> <li>• Intend to provide quarterly performance review cycles.</li> <li>• The response to providing consultation and advice related to the Action Plans is well thought out and provides details on how to accomplish the tasks, demonstrating an understanding of MCH performance measures.</li> <li>• Plans to help create comprehensive dissemination plan.</li> <li>• Plans to utilize a former Title V team member familiar with the annual Title V</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** May 23, 2025

\*\*\*\*\*

MCHBG Site Visit. <ul style="list-style-type: none"><li>• Demonstrates familiarity with block grant site visit and details plan including materials to be created, and how support will be provided.</li></ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• Met the requirements.</li></ul>
<b>C. Staffing Requirements</b>
<ul style="list-style-type: none"><li>• Exceeds the minimum requirements in all three (3) categories including a previous Title V Director.</li></ul>
<b>D. Reports</b>
<ul style="list-style-type: none"><li>• Provided a detailed plan to support team, collaborate, and meet deadlines.</li></ul>
<b>2. Staffing</b>
<ul style="list-style-type: none"><li>• The job descriptions and qualifications are specific to the person in the role vs a generic job description and minimum quals required to be considered for the role.</li><li>• The assigned staff have extensive experience and appear qualified to perform the work.</li><li>• Time allocation seems appropriate, however, there are numerous people in the job descriptions but only listed four (4) on the staffing plan. It is unclear how much staffing would be included in the overall budget.</li></ul>
<b>3. Implementation - Work Plan</b>
<ul style="list-style-type: none"><li>• Deliverables and tasks broken down by steps, personnel responsible, and timeline appears realistic.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER:** Milliman, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**EVALUATION OF SECTION IV  
Cost Proposal**

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Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>\$304,823.25</b>	÷	<b>\$598,941.00</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>15.27</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Westat, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**SUMMARY PAGE**

**Department Name:** Health and Human Services

**Name of RFP Coordinator:** Stacy Martin

**Names of Evaluators:** Darren Bean, Lauren Gauthier, Maryann Harakall, Naomi Montag

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>N/A</b>	<b>N/A</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>25.00</b>
Section III. Proposed Services	<b>40.00</b>	<b>36.00</b>
Section IV. Cost Proposal	<b>30.00</b>	<b>13.07</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>74.07</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER:** Westat, Inc.

**DATE:** May 23, 2025

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**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Westat, Inc.

**DATE:** May 23, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30.00</b>	<b>25.00</b>

**Evaluation Team Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>
<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"><li>• Provided three (3) relevant project examples.</li><li>• Currently supporting several projects for the MCH Bureau at HRSA and have staff with knowledge of in state MCH programs including Title V.</li><li>• Provides a broad range of research areas, including statistical design, survey research, program evaluation, needs assessment, and technical assistance.</li><li>• Organization founded in 1963.</li><li>• Cites expertise in MCH topics and leader in research, data collection and analysis, technical assistance, evaluation, and communications.</li><li>• Employee-owned firm located in Maryland.</li><li>• Staff members have worked on Title V needs assessments in Maine, New Jersey, Alabama and Mississippi.</li><li>• Subject matter expertise in clinical research, public health (including MCH), behavioral health, food and nutrition, health services and research policy, labor and workforce development, social services, transportation, and education.</li><li>• Organizations MCH services include project development, surveys, needs assessments, program assessments and mixed methods evals, training, technical assistance, health communications, epidemiological and clinical research, and analysis and dissemination.</li></ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"><li>• None</li></ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"><li>• Provided a statement concerning their litigation cases without providing the required information as outlined in the RFP. The team was not able to determine if any litigation would affect the ability to perform the needs assessment and consultation services.</li></ul>
<b>5. Financial Viability</b>
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

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<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"><li>• Provided a valid COI.</li></ul>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER:** Westat, Inc.

**DATE:** May 23, 2025

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>40.00</b>	<b>36.00</b>

**Evaluation Team Comments:**

<b>Part IV, Section III Proposed Services</b>
<b>1. Services to be Provided</b>
<b>Part II</b>
<b>A. General Requirements</b>
<ul style="list-style-type: none"><li>• Demonstrates experience working with diverse groups.</li><li>• Demonstrates an understanding of the training component and what the team needs.</li><li>• Will be interactive and get feedback from participants.</li><li>• Plans to utilize MS Teams and Smartsheet.</li><li>• Plans to have internal MECDC review of notes before release to all attendees.</li><li>• Will utilize Smartsheet to manage, track, and report results for all performance measures across the five (5) domains including project management.</li><li>• Smartsheet provides all partners with a central location to store all information relevant to the project.</li><li>• Demonstrated evidence of experience and expertise in providing consultation and advice related to Action Plans and outlined a plan including examples.</li><li>• Consultation is grounded in a client centered approach.</li><li>• Demonstrated a clear understanding of what is necessary for performance measure monitoring.</li><li>• Will help PM Leads address any issues if encountering challenges.</li><li>• Conversation will facilitate opportunities across domains.</li><li>• Provides a detailed plan including creating material for Site Visit and which personnel will support.</li><li>• Plans to utilize two (2) former Title V team members familiar with the annual Title V MCHBG Site Visit.</li><li>• Equipped to support PM Leads before the visit and answer direct questions from HRSA when prompted.</li></ul>
<b>B. Needs Assessment Requirements</b>
<ul style="list-style-type: none"><li>• Demonstrated experience outlining a detailed plan including resources, examples, strategic approaches, plans for collaboration, and establishing a timeline,</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**DATE:** May 23, 2025

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demonstrating strong project management.

- Plans to establish a Needs Assessment Advisory Committee.
- Will utilize existing data and needs assessments in review.
- Commitment from Wabanaki Public Health (WPH) to participate in the designing and implementation of the needs assessment process.

**C. Staffing Requirements**

- Met the requirements.

**D. Reports**

- Met the requirements.

**2. Staffing**

- Met the requirements

**3. Implementation - Work Plan**

- Met the requirements.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER:** Westat, Inc.

**DATE:** May 23, 2025

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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
<b>\$304,823.25</b>	÷	<b>\$699,904.00</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>13.07</b>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• 30 year history supporting MCH programs</li><li>• Holds the current MCH Needs Assessment agreement with MCDCP</li><li>• Supports other states Title V Needs Assessments</li><li>• Partnerships with the Health Resources and Services Administration's MCH Bureau</li><li>• Lists three (3) relevant projects</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• None listed</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• Dr. Joanne Lynne, age discrimination, resolved in April of 2024</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Appears to be financially viable</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Proposes developing a yearly educational and training program to map out topics and presenters for each of the bi-monthly Domain/Performance Measures Leads and Partners educational meetings for the upcoming year.

Will Poll members of workforce development needs to be responsive to new educational needs. Will use Mentimeter poll during the initial meeting and offer answers to questions in real time. This poll will help identify top priority educational topics and help create the Education and Training Plan

Will perform research to find available presentations and presenters, outside of the organization, that best fit the needs of the group.

Will work with MCDGP to identify a meeting schedule for Domain/Performance Measure Leads and Partners. Will use Doodle poll or MS Teams to survey members to find out the most preferred meeting dates/times.

2. Provided a detailed description of how they will fulfil this sections requirements.
3. States they will provide consultation to plan, guide and troubleshoot ongoing Title V and performance monitoring activities in between the five-year needs assessment, for each of the five population domains listed.
4. Provided a detailed response to this sections requirements on how they will provide consultation and advice in relation to the Action Plans.
5. Will provide onsite assistance at the state's annual Title V Block Grant Site Visit with HRSA.

The methods and processes used to collect performance data in the Action Plans will be provided at an in-depth and technical level. Technical and methodological references to explain these modifications in analyses, measures, and other aspects of the action planning process will also be provided by the state team.

6. Will work with the Department to ensure all pubic presentation and documents are on the correct Departmental templates with the correct logo.

**B. Needs Assessment Requirement**

1. Provided a detailed response on how they will assist the Department in completing the Needs Assessment by HRSA's due date of July 15, 2030.

**C. Staffing Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

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**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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1. All staff members listed exceed the minimum requirements of this section. Staffing resources have been listed with the number of years' experience for each requirement.
2. Staff members meet sections requirements as a whole.

**D. Reports**

1. Agrees to sections requirements.
2. Agrees to sections requirements.

**2. Staffing**

- a. Provided in attachment 7
- b. Sub-contractors may be needed for in-person convenings and for translation services. A description of oversight and management of sub-contractors has been provided.
- c. Provided in attachment 8

**3. Implementation - Work Plan**

- a. Provided in Attachment 9

**Part IV, Section IV. Cost Proposal**

**Provided cost proposal for the 5 year contract period.**

**Initial 2 year contract - \$147,664.27 (6.7 hrs of staff time per week)**

**First renewal - \$227,698.28 (9.7 hrs staff time per week)**

**Final renewal - \$107,020.55 (7.9 hr staff time per week)**

**Total for 5 year period - \$482,383.11**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** CDC/MCH

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• 30 year history of supporting MCH</li><li>• Done needs assessments for Title V for Maine and Nevada</li><li>• Provided 3 relevant projects</li></ul>
<b>2. Subcontractors</b>	
	<ul style="list-style-type: none"><li>• None</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Clear and includes the positions described.</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• Age discrimination that was settled.</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Included the required forms.</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Current insurance, coverage is adequate.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** CDC/MCH

\*\*\*\*\*

**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. A. Develop a yearly education plan for leads/partners. Use interactive components and Teams.  
B. Will poll members of the group and can adjust the plan as needed.  
C. Will use sources for presentations from Title V, AMCHP, MCH Evidence center, and CMMP.  
D. Will take the lead on organizing and facilitating education opportunities.
2. Agrees to develop and distribute the agenda for each leads and partners meeting. They will facilitate the meetings, encourage people to be engaged and take notes. They will use Teams.
3. Demonstrates understanding of performance measurement and monitoring. Will conduct check in meetings with staff to review progress. Will also support the annual block grant report/application and agrees to help with data/reports describing changes in health status or needs for the MCH population.
4. Commits to working with the epi team to track progress on the measures, mentions maybe doing a quarterly performance measure meeting to review progress more frequently. State they have experience with providing training and TA for organizations. Will rely on Maine CDC to determine evaluations. Will work with Maine CDC to determine the communication vehicle for relaying the information out to the communities. Will assist Maine CDC in finding data sources.
5. Agrees to attend site visits.
6. Will follow dept rules on logos and templates.

**B. Needs Assessment Requirements**

1. Meets the requirements. Provides details on each of the sections needed for the NA.

**C. Staffing Requirements**

1. R. Schwalberg is listed as a consultant – should this be listed under subcontractors?
2. Provides details on how staffing will be provided.

**D. Reports**

1. Agrees to submit reports on time and describes the reports.
- 2.

**2. Staffing**

- a. Shows which staff have the required experience (all of them).
- b. Will have two subcontractors (not mentioned earlier).
- c. Interesting that the Project manager has the least amount of hours for actually doing the work.

**3. Implementation - Work Plan**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** Altarum

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** CDC/MCH

\*\*\*\*\*

a. Appears to be feasible. Outlines the task, who's the lead and the timeline.
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/16/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P-have staff with familiarity with Maine, Maine CDC and Maternal Child Health Program</li><li>• P-already working on needs assessment for MCH block grant in Maine and Nevada</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• None listed</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P-extensive experience of proposed staff</li><li>• 6 people working on project</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• 1 litigation case</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Provided two years of financial information</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• Met requirements</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/16/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

\*\*\*\*\*

Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P-utilizing various national, state, and local resources to training development 2. P-extensive meeting facilitation experience listed 3. P-able to start quickly to ascertain lessons learned from previous assessments to apply to new assessment 4. P-prior experience with 2026-2030 assessment 5. can be available in person to attend site visit 6. bidder has a graphics and communications team to work with project staff
<b>B. Needs Assessment Requirements</b>
1. P-wide geographic range for listening sessions, able to recruit and compensate for community feedback; acknowledging information from existing assessments to aid in current MCH assessment apply for; able to synthesize and analyze data to help inform
<b>C. Staffing Requirements</b>
1. P-extensive staff experience 2. Clear delineation of roles within agency for this project Have three staff that meet all required skills
<b>D. Reports</b>
1. Meets requirements 2. Plan to use accessibility standards for final report
<b>2. Staffing</b>
a. P-time and effort seems reasonable for staff to complete b. will consult with program when engaging with subcontractors c. Meet requirements
<b>3. Implementation - Work Plan</b>
a. P-reasonable timeline to complete work

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/18/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Relevant experience and familiarity with subject matter including specific experience and familiarity with Maine local partners and communities, MCH, Title V Block Grant/Needs assessments, HRSA MCHB, CYSHCN</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided, meets requirements</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N – 1 recent case, was settled</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>•</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Altarum Institute

**DATE:** 5/18/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
<p>1. P – Includes specific plan broken down by strategy and steps.</p> <p>2. Q – A bit vague about how they'll assist with research pertaining to agenda items aside from for a.</p> <p>P – Lays out specific plan/process for each piece.</p> <p>P – Sites experience and specific resources that will be used.</p> <p>3. P – Demonstrates understanding of background and process.</p> <p>4. P – Demonstrates understanding of requirements and lays out comprehensive plan.</p> <p>5. P- Outlines plan for attending, being prepared to answer technical questions, and assisting with preparation and presentations.</p> <p>6. P – Commit to ensuring meets ME CDC and department's requirements siting experience.</p>
<b>B. Needs Assessment Requirements</b>
<p>1. P – Describes plans in detail, sites specific steps, resources, and covers logistics demonstrating familiarity with the process and requirements.</p>
<b>C. Staffing Requirements</b>
<p>1. P – Meets requirements,.</p> <p>2. P – Meets requirements including assurance new hires would as well.</p>
<b>D. Reports</b>
<p>1. P – Sites experience with MCHB reporting and Title V Info System, and details plan for each required report from table.</p> <p>2. P – Includes timelines and due dates in plans.</p>
<b>2. Staffing</b>
<p>a. P – Meets requirements</p> <p>b. P – Describes how plans align with ME CDC including examples from previous work on needs assessment with ME CDC.</p> <p>c. P – Meets requirements.</p>
<b>3. Implementation - Work Plan</b>
<p>a. P – Covers all requirements laying out tasks and personnel responsible including settings and timelines.</p>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Brandeis University

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• Non-profit educational institute founded in 1948</li><li>• Comprised of 9 institutes and centers including the Institute of Healthcare Systems and the Institute of Behavioral Health.</li><li>• 40 years experience in conducting assessments and evaluations to inform health policy.</li><li>• Works with governmental agencies and private sector organizations in 40 states.</li><li>• Holds multiple contracts with state health and human services departments who require specific requirements for their funders (HRSA, CDC, SAMHSA, NIDA, NIH, CMS).</li><li>• A team of employees have been hand selected for this particular RFP to best suit the needs of the tasks within the requested services.</li><li>• Provided four (4) work projects</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• Rebecca Carter listed</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• 7 separate cases, all pending.</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Financial records going back to 2021</li><li>• Organization appears to be financially viable</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Provided and current</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Brandeis University

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Organization will utilize bi-monthly educational opportunities based on the current needs assessment and MCH action plans.  
Will create up-to-date resource guide of available self-paced and live trainings covering the five (5) domains. The guide will be updated quarterly.  
Online survey will be sent to members of the Domain Leads and Partners Meeting to get their input on training needs and to identify options for each domain.  
Educational Opportunity Events will be held on the Zoom platform and meeting members will be polled on best date and time. Prior to meeting, members will receive background materials and draft agendas five business days prior. Events are recorded, summarized and slides are made available to members within five business days, following the event.
2. Will work with Domain leads to conduct topic assessment for agenda items.  
Will create draft agenda five business days ahead of meeting and allow members to suggest additional items for the agenda.  
Describes in detail how they will facilitate meetings.  
Will use a staff member or AI to take meeting notes and will work with the Department on which method is preferred. Meeting notes will be distributed to the group within five business days following a meeting.  
Will use Zoom as the preferred platform.
3. Depending on the PM needs, the organization plans to support data collection, manage, analyze and report data, and adjust measures as needed.
4. Response meets sections requirements.
5. States they routinely attend meetings with HRSA and will develop an annotated outline which will highlight key elements for insight. This would be based on meeting notes and data. This would be shared with the Department and PM Leads for feedback.
6. Response meets sections requirements.

**B. Needs Assessment Requirements**

1. Will research what other states have done for their statewide assessments.  
The MCH Needs Assessment Toolkit will be used as framework for the assessment.  
Will schedule in-person and online listening sessions.  
Listening sessions will be analyzed in order to develop a constituent survey.  
Will work with the Department and PM Leads to develop action plans.

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\*\*\*\*\*

<b>C. Staffing Requirements</b>
1. Proposed staff meet requirements set forth in this RFP. 2. States that proposed staff have the skills required in this section.
<b>D. Reports</b>
1. Agrees 2. Agrees
<b>2. Staffing</b>
a. Provided b. Met requirements c. Provided
<b>3. Implementation - Work Plan</b>
a. Provided

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• <b>Initial contract period - \$254,234.00</b></li><li>• <b>Renewal contract period - \$307,636.00</b></li><li>• <b>Final contract period - \$152,615.00</b></li></ul>



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Brandeis University

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Describes vast experience in maternal and child health for organization as a whole and individual staff members including work with HRSA and other government entities, and includes projects with similar deliverables.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• P – 1 included, meets requirements to provide</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided, meets requirements</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N – 7 pending cases</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>•</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Brandeis University

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. P – Sites extensive experience including at state level  
P – Includes outline of plan with specific tools and resources and room for input from project staff, participants, and partners.
2. P – Describes experience including for similar projects, and outlines comprehensive plans for each piece.
3. P – Describes experience with similar work, lays out strategies and explains capacity for the required work and ways they can provide support.
4. P – Describes how they will meet requirements calling back to previous responses that were more detailed.
5. P – Provides plan for preparation for site visit and sites previous similar experiences.
6. P – Plans to work with department to meet this requirement.

**B. Needs Assessment Requirements**

1. P – Describes extensive experience with needs assessments, outlines strategies utilizing HRSA MCH resources and other states, as well as those that are more generally applicable and can be adapted as priorities shift.

**C. Staffing Requirements**

1. P – Staff listed meet experience but  
Q – Does not describe how they ensure requirements are met.
2. P – States they chose staff with required skills and capacity and will do the same if turnover.

**D. Reports**

1. P – Lays out strategy including specific resources that will be utilized to keep track of all information.
2. P – List steps for reporting process including timeline and plan for collaboration with department.

**2. Staffing**

- a. P – Provided, meets requirements.
- b. P – Meets requirements.
- c. P – Provided, meets requirements.

**3. Implementation - Work Plan**

- a. P – Provided, meets requirements, breaks down work into categories including deliverables, timelines, and personnel responsible.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Brandeis University

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/Me CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>Over 40 years of dedication to conducting assessments and evaluations. Have worked with healthcare systems and 40 states. Understand federal funders. Provided descriptions of lead staff and four relevant projects.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>1 – Rebecca Carter</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>Org chart is clear and complete.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>Listed them.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Included it</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Valid through 6/1/2025 (will need a new one) limits are acceptable.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Brandeis University

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/Me CDC

\*\*\*\*\*

**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Will have an up-to-date resource available for self-paced and live trainings. Provided a plan for how logistics would be handled and their thought process on how to choose topics for training.
2. Provided detailed and thoughtful answers for this section.
3. Will be working with PM leads and making sure they have what they need to move forward with the work. Outlined their plan for this section clearly.
4. Clearly outlined how they will provide consultation and on what topics they are experts on.
5. Has experience with HRSA and other federal funders – Agreed to participate in the site visits.
6. Templates and logos will be incorporated in all final documents.

**B. Needs Assessment Requirements**

1. 30 years collective experience working with groups on needs assessments. Have developed an effective hybrid model that supports higher levels of participation from rural and remote areas. Outlined how they'll customize the constituent survey. Clearly outlined the project management of the activities and provided details.

**C. Staffing Requirements**

1. Met the requirements.
2. Described the process of determining which staff would be on this project and how they will replace someone if they leave.

**D. Reports**

1. Spreadsheets and folders – will maintain the repository of all the documents. Will work with the Epi team.
2. Will create timelines for each required report, create the report and work with the Dept staff. Will maintain communication with the Dept throughout the process.

**2. Staffing**

- a. Job descriptions are adequate
- b. One contractor supervised by Palmira Santose Ph.D.
- c. Time on project is sufficient.

**3. Implementation - Work Plan**

- a. Work plan is clear and reasonable.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Brandeis University

**DATE:** 5.18.25

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P-Experience conducting assessments in over 40 states across various federal funders</li><li>• I-A lot of data analysis experience among staff</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• I-has worked on assessments and surveys</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• 3 folks working on project</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• 8 cases listed</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Provided auditors notes and financial information for 2023 and 2024</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• Met requirements</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Brandeis University

**DATE:** 5.18.25

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. I-introducing self-paced and live trainings as part of educational opportunities I-methodology for encouraging participation and buy-in during educational sessions seems innovative 2. P-primary goal of meetings to have participants lead N-use of AI for notetaking 3. I-a lot of expertise on the data side of things, not necessarily on building final action plan or strategic planning experience discussed 4. N-No prior experience with Maine listed 5. available to dry run site visit with PM leads prior to site visit along with annotated outline 6. will integrate templates and logos
<b>B. Needs Assessment Requirements</b>
1. I-addressed the need to develop hybrid model for rural areas for conducting needs assessments P-extensive experience with survey distribution
<b>C. Staffing Requirements</b>
1. all staff meet requirements 2. includes staff with strong facilitation skills
<b>D. Reports</b>
1. N-lacks detail with more dates for intermediate work 2. list broadly the process for the timeline
<b>2. Staffing</b>
a. Meets requirements b. subcontractors work will be reviewed by team members c. 29 hours per week of work across all staff
<b>3. Implementation - Work Plan</b>
a. meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

<b>Part IV. Section II. Organizational Qualification and Experience</b>	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• Has a partnership with Hart Consulting and Market Decisions Research.</li><li>• Woman owned, Maine based business.</li><li>• Owner of business has 20 years of experience in public health and education research, planning and evaluation.</li><li>• Has worked with various health equity initiatives including family nutrition, food insecurity, behavioral health and substance abuse disorders, maternal health and tobacco prevention.</li><li>• Has designed and facilitated research and planning initiatives with rural, minority and non-English speaking communities.</li><li>• Has provided support to public and private organizations in the United States and internationally.</li><li>• Three work projects included</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• Hart Consulting</li><li>• Market Decisions Research</li><li>• Lindsay Gannon</li><li>• Other consultants, if needed</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• None listed</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Balance Sheets for 2023 and 2024 provided.</li><li>• Profit and Loss Statements for 2023 and 2024 provided.</li><li>• Financial information for 2022 not provided as owner was on an extended maternity leave.</li><li>• Appears to be financially viable.</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Provided and valid</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Will provide research, logistics and facilitation support for the bi-monthly educational opportunities meeting. Training needs of Domain Leads and Partners Meeting participants will be assessed on a regular basis by utilizing virtual polls and ongoing discussion. Will work with the Department to schedule trainings that best suits the needs of the group, including online or live presentations. Training objectives and session information will be distributed to all Domain Leads and Partners at least five days prior to meetings.</li><li>2. Agrees to sections requirements.</li><li>3. Will work with MCH Block Grant Director, the epi team and the Domain Leads and Partners to support and guide ongoing needs assessment and performance monitoring activities for the five domains. Will provide performance monitoring and reporting support on a quarterly basis, or as needed, ensuring each strategy/measure is current with reporting. Narratives will be created regarding work towards performance measures in each domain during the previous year.</li><li>4. Will work with the Department to update action plan quarterly, or more frequently if the needed. Response meets section's requirements.</li><li>5. Will attend the MCHBG site visits in Boston. Will provide detailed explanations and answer questions regarding needs assessment process, methods and analysis.</li><li>6. Agrees to this sections requirements.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. Will work with the Department and stakeholders to facilitate a comprehensive and collaborative needs assessment process. Provided a needs assessment process timeline. Provided a detailed response to this section's requirements.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. Provided a table with staff members and their experience with various tasks</li><li>2. Met section's requirements</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. Agrees</li></ol>



**STATE OF MAINE  
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**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

2. Agrees
<b>2. Staffing</b>
a. Provided
b. Suzanna Elkin will have oversight and management of the project team, including any subcontractors used.
c. Provided
<b>3. Implementation - Work Plan</b>
a. A five year work plan has been provided.

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• <b>Initial Contract Period - \$141,083.64</b></li><li>• <b>First Renewal Period - \$279,368.44</b></li><li>• <b>Final Renewal Period - \$85,541.22</b></li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/Me CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>Owner has 20 yrs experience in public health, education research, planning and evaluation. Work collaboratively, flexible, actionable results, capacity building for clients.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>Maine based contractors. Hart Consulting, MD Research, Lindsay Gannon, others as needed. Subcontractors are all experienced in MCH work.</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>Very clear and everyone is listed.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Documents included.</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Active and sufficient.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/Me CDC

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Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Will work with MCH Director to identify topics for the group. Will get training obj and session info out five days before. They will provide all facilitation.</li><li>2. Clearly describes how they will accomplish all the aspects of #2. Demonstrates understanding what is needed.</li><li>3. Will help PM leads track and report on progress. Also states they will work with the State and the epi team.</li><li>4. Will do quarterly update meetings with PM leads. Clearly outlines how they will meet the needs of this section.</li><li>5. Agrees to attend the site visits.</li><li>6. Agrees to use the Depts templates and logos. Also described how they've done this before with other clients.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. Bidder clearly and specifically outlines how they will complete the needs assessment – includes circling back to report back to stakeholders. Very detailed description of what they will do.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. outlines the expertise and number of years of each staff assigned to the project.</li><li>2. describes how the team was chosen.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. States they have experience with reports to the feds.</li><li>2. Describes how they will complete each report.</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. Job descriptions and qualifications provided.</li><li>b. Will use software solution to track subcontractor's time. Has experience with these contractors in overseeing them.</li><li>c. Staffing plan appears to be adequate.</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Implementation plan looks reasonable.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P-experience and familiarity with structures in Maine</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• I/Q-multiple contractors for various services as well as potential for additional staff for regional consulting support</li><li>• P-previous experience working with state programs as well as MCH program at MECDC</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• No comment</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• No comment</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• No comment</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• No comment</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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<b>Part IV, Section III    Proposed Services</b>
<b>Part II</b>
<b>A. General Requirements</b>
1. N- Not a lot of detail regarding training needs and research 2. No comment 3. N-Not a lot of detail on how five domains will be addressed. 4. N-not a lot of detail 5. No comment 6. No comment
<b>B. Needs Assessment Requirements</b>
1. P- have strong understanding of Maine and Maine CDC infrastructure I-interesting approaches to survey collection and sampling I-data consultant offers detailed analysis and surveying support
<b>C. Staffing Requirements</b>
1. N-unclear if members on team meet years of experience for MCH block grant 2. I- Staff have experience in 2014-2019 Maine MCH block grant work
<b>D. Reports</b>
1. P-experience with MCH block grant reporting 2. No comment
<b>2. Staffing</b>
a. I- Staff have experience in 2014-2019 Maine MCH block grant work b. No comment c. No comment
<b>3. Implementation - Work Plan</b>
a. No comment

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• Q – More info on Suzanna Elkin than the organization.</li><li>• P – Strong experience in the State, and does have experience with government and maternal health, experience with other state and local needs assessments</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• P – Included, subcontractors have experience with MCH block grant needs assessment.</li><li>• I – Consultants coming from variety of health/public health topic areas and sectors.</li><li>• P – Have worked on relevant projects</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided, meets requirements</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>•</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Elkin Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
1. P – Meets requirements. 2. P – Describes plan to meet requirements, leaves room for developments/input from MCH program staff. 3. Q – Not very specific but P – Meets requirements. 4. P – Outlines plan to meets requirements. Q – Vague but may be leaving room to specify upon starting work and discovering specific needs. 5. P – Plan to meet requirements but vague, and Q – may not be in Boston as specified. 6. P – Will meet this requirement.
<b>B. Needs Assessment Requirements</b>
1. P – Very comprehensive plan, outlining tasks, timeline, steps, and strategies. 2. P – Lots of details provided.
<b>C. Staffing Requirements</b>
1. P – Staff combined meets all requirements. N – Leaves out 3 year requirement for b. and c. 2. P – Sites experience and experience of staff to meet requirements.
<b>D. Reports</b>
1. P – Describes plan for work and collaboration to meet requirements and deadlines. 2. P – Describes plan for work and collaboration to meet requirements and deadlines.
<b>2. Staffing</b>
a. P – Meets requirements. b. P – Describes strategies and resources for project team management. c. P – Meets requirements, details responsibilities of roles, task implementation, hours.
<b>3. Implementation - Work Plan</b>
a. P – Detailed plan outlining tasks, activities, personnel, and timeline to meet all requirements.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Judge Baker Children's Center

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• Over 10 years experience in evidence-based approaches to access high quality care for children and their families.</li><li>• Supported organizations at the federal, state and local level.</li><li>• Developed and facilitated multiple learning collaboratives.</li><li>• Founded the National Center for Adoption Competent Mental Health Services funded by the Administration for Children, Youth, and Families.</li><li>• Three work projects have been listed.</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• Missing?</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• One case listed that was settled by mediation</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Financial statements provided for 2022, 2023 and 2024</li><li>• Appears to be financially viable.</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Provided and valid - CRICO</li></ul>



**STATE OF MAINE  
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**BIDDER NAME:** Judge Baker Children's Center

**DATE:** 5/19/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

<b>Part IV, Section III    Proposed Services</b>
<b>Part II</b>
<b>A. General Requirements</b>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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1. Will start with a survey to assess the participants needs, experiences, and training interests which will provide a starting point on the selection and development of future educational sessions.  
Will identify in-person and virtual training sessions.  
Sessions designed to engage participants across various roles and levels of experience. Incorporated content will align with priority MCH performance measures.  
Will have a dedicated team in place to lead and support these educational opportunities.  
Has a record of delivering high-quality educational opportunities through the Children's Mental Health Forum, which is one of the longest running lecture series in the country.  
Ensures that Domain Leads and Partners will have high impact learning opportunities to advance MCH priorities.
2. Will handle all aspects of Domain Leads and Partners meeting preparation.  
Will use secure Zoom subscription platform for virtual engagements.  
Meeting agendas will be developed with input from the Department.  
Finalized meeting agendas will be distributed 24 hours in advance.  
Domain Leads and Partner meetings will be on opposite months from the educational sessions.  
Notes will be distributed promptly, following a meeting.
3. Response meets sections requirements.
4. SMART goals will be developed annually with clear goals and measurable benchmarks.  
Monthly Performance Monitoring Meetings will be held with PM Leads to track progress.
5. Prior to the visit, organization will conduct internal pre-briefings with PM Leads from each of the five domains in order to review data sources, collection methodologies, updates to Action Plans and implementation progress.  
A comprehensive briefing packet will be developed to ensure a productive site visit.  
This briefing packet will be shared with HRSA.  
Key staff members will be in attendance at the site visit for appropriate representation and to share their expertise.
6. Response meets section's requirements.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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<b>B. Needs Assessment Requirements</b>
1. Response meets section's requirements.
<b>C. Staffing Requirements</b>
1. Ensures all staff meet minimum experience requirements set forth in this RFP. 2. Response meets section's requirements.
<b>D. Reports</b>
1. Agrees to comply with Reports section. 2. Agrees to comply with Reports section.
<b>2. Staffing</b>
a. Provided in Attachment 7 b. Indicates no subcontractors will be used. c. Provided in Attachment 8
<b>3. Implementation - Work Plan</b>
a. Provided in Attachment 9

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• <b>Initial Contract Period - \$104,971.95</b></li><li>• <b>First Renewal Contract Period - \$140,555.25</b></li><li>• <b>Final Renewal Contract Period - \$59,296.05</b></li><li>• <b>Total 5 year project cost - \$304,823.25</b></li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Judge Baker Children's Center

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>10 years experience – worked at federal state and local levels, use a trauma-informed, equitable, and collaborative approach, grounded in an understanding of local context, community needs, and funder priorities.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>Clear and includes positions.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>1 – outlined on document.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Current and adequate.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Judge Baker Children's Center

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Will also use the current needs assessment results. Has extensive experience convening groups. Will have regular and engaging contact with the domain leads and partners.</li><li>2. Will work with partners to develop and disseminate the agenda. Will take notes during each meeting. Will use their zoom acct.</li><li>3. Work with PM leads to track progress and help refine if needed. Translate key findings into briefs and infographics.</li><li>4. Proposes a day long think session to work through work plans to ensure they are effective. Will help with PDSA cycles. Will use AMCHP strategies for evaluations.</li><li>5. Clear description of how they will prepare for the site visit and what they will do after. Commit to attending the site visit.</li><li>6. Outlined a plan to comply with logo and template usage.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. Mentions equity focused disaggregation. Mentions many of our programs and how those will be integrated into the needs assessment. General plan for the needs assessment is reasonable.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. States staff meet the requirements and refers to attachment 7.</li><li>2. Describes the expertise staff have to be able to lead the NA.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1.</li><li>2. Agrees to submit the reports and outlines what will be in them and how they will do them.</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. Identifies roles and qualifications clearly.</li><li>b. No subcontractors.</li><li>c. Not sure if decreasing staffing levels for year 5 is feasible?</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Work plan is appropriate.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>Q-limited statewide experience listed in needs assessments to analyze systems and not for the use of projects/programs</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>Form not provided</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>14 member project team</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>One claim listed</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Provided 3 years or financial information</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Q-Provided CRICO not COI</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** Judge Baker Children's Center (d/b/a The Baker Center for Children and Families)

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P-extensive meeting facilitation experience 2. I-short turnaround for agendas 3. P-provide detail in domain support needs 4. I-innovative think tank approach 5. P-provided detail on potential materials needed to support site visit 6. I-develop centralized branding and communications guide for the project
<b>B. Needs Assessment Requirements</b>
1. I-plans to survey 2,000 individuals across various regions and populations P-targeted focus groups on key populations
<b>C. Staffing Requirements</b>
1. Q-unclear if meets the MCH block grant experience r just MCH work 2. list various facilitation of small to large groups and trainings
<b>D. Reports</b>
1. I-use of readiness monitoring tool 2. meets requirements
<b>2. Staffing</b>
a. Q-unclear if bidder has direct MCH block grant experience or experience with populations served b. none listed c. N-lacks detail on staffing plan use percent of time
<b>3. Implementation - Work Plan</b>
a. meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Judge Baker

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Meets requirements, possesses diverse experience across the field including some maternal and child health work, needs assessments, at the national, state, and local level.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P - Provided, meets requirements</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N – One case that was settled.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** Judge Baker

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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<b>Part IV, Section III    Proposed Services</b>
<b>Part II</b>
<b>A. General Requirements</b>
1. P – Describes plan for each requirement and explains qualifications to do so, and highlights experience of team with relevant subject matter and similar project delivery. 2. P – Describes plan to meet requirements including collaboration and timeliness. 3. P – Describes strategy including specific tools, outlines potential topic areas for each domain, and describes potential content of reports. 4. P – Provides detailed plan including specific strategies to use for different steps, refers to experience with similar projects. 5. P – Explains in great detail how they will support the site visit including creating materials and inviting community voices/lived experience representation. 6. P – Describes very detailed plan to meet requirements that will be incorporating in all project workflows.
<b>B. Needs Assessment Requirements</b>
1. P – Provides very detailed outline covering all requirements with specific steps and strategies laid out for each, including resources to be utilized. 2. P – Includes details like naming potential partners, and actionable items.
<b>C. Staffing Requirements</b>
1. P – Meets requirements. 2. P – Provides detailed evidence of how team meets requirements.
<b>D. Reports</b>
1. P – Details how they will support the department, specific systems/tools they use, tracking goals, ensuring timeliness and quality deliverables. 2. P – Details how they will support the department, specific systems/tools they use, tracking goals, ensuring timeliness and quality deliverables.
<b>2. Staffing</b>
a. P – Provided, meets requirements. b. N/A c. P – Provided, meets requirements.
<b>3. Implementation - Work Plan</b>
a. P – Outlines Activities broken down by deliverables, with timelines and personnel responsible.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associates

**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• American Indian/Woman owned management consulting firm founded in 1990.</li><li>• Delivers high-impact services across several areas, including maternal and child health, behavioral health, public health systems, education, tribal affairs, and environmental resilience.</li><li>• Provides research and evaluation, communications, training and technical assistance, meeting and event planning, tribal relations and learning, and organizational transformation for federal, state, tribal and non-profit clients.</li><li>• Currently partnered with the Washington State Department of Health for a targeted assessment of the maternal, infant, and child health needs of AI/AN communities that will inform the state's 5-year MCHBG Needs Assessment.</li><li>• Conducted a community readiness assessment with the Confederated Tribes of Grand Ronde for the tribes maternal, infant, and early childhood home visiting grant (MIECHV).</li><li>• Diverse staff members, including members spanning 20 different tribal communities across the country.</li><li>• Three work projects included.</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• Cyntrice Bellamy - Consultant</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• Provided</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• None</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Appears to be financially viable.</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• Provided and valid</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associates

**DATE:** 5/20/2025

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**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

\*\*\*\*\*

Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. Will help the Department achieve goals and advance MCH outcomes statewide through facilitation, data-informed consultation and a commitment to public health fairness. Will plan, coordinate, and facilitate monthly Domain Lead and Partner meetings along side bi-monthly educational opportunities. Work will begin with a survey with the Domain Leads and Partners to identify training needs, topics of interest, and preferred formats. The survey will go out at the beginning of each year.
2. Response meets section's requirements.
3. Will support the Department by tracking, analyzing and reporting performance data that aligns with the MCHBG reporting requirements. Will take on the role as a technical and analytical advisor, process facilitator, quality control partner, and grant support. Will implement a domain performance monitoring strategy to ensure data-driven decision-making and continuous improvement for all five domains listed.
4. Response meets section's requirements.
5. Lists employees who will attend the MCHBG Site Visit Will assist in preparing, presenting data, documentation that demonstrates how the MCH Program is meeting federal requirements and improving MCH outcomes.
6. Agrees to sections requirements.
<b>B. Needs Assessment Requirements</b>
1. Will use a mixed-method approach in gathering information and data that will be used for the needs assessment. Provide training opportunities for the MCH Domain Leads and Partners. Will assist in the annual report and application for the MCHBG. This work is tasked to their subcontractor who has experience with similar block grants and needs assessments.
<b>C. Staffing Requirements</b>
1. Proposed staff meet the minimum experience requirements set forth in this RFP.
2. Ensures staff have the necessary skills for this section.
<b>D. Reports</b>
1. Agrees
2. Agrees
<b>2. Staffing</b>
a. Provided in Attachment 7

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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b. Response meets sections requirements
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c. Provided in Attachment 8
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<b>3. Implementation - Work Plan</b>
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a. Included in Attachment 9
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b. Appears to be missing which employee is assigned to each task?
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<b>Part IV, Section IV. Cost Proposal</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• <b>Initial Contract Perior - \$205,882.00</b></li><li>• <b>First Renewal Period - \$228,151.00</b></li><li>• <b>Final Renewal Period - \$150,745.00</b></li></ul> |
|---|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associates, Inc (KAI)

**DATE:** 5/19/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P-direct MCH block grant work for Washington State</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• None listed</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• 11 members listed on project</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• None listed</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Provided income statements of 3 years</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• Meets requirements</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associates, Inc (KAI)

**DATE:** 5/19/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P-extensive detail 2. P-expressed consensus building in meeting structure 3. I-reviewed potential local socials of information/resources in Maine I-6 key informant interviews and potential questions asked listed 4. I-list communication plan with DHHS 5. P-detailed supporting documents provided for site visit 6. P-detailed timeline provided for materials
<b>B. Needs Assessment Requirements</b>
1. I-integrated existing public health district structure for listening sessions I-incentives for participation N-did not mention review of existing Maine datasets/needs assessments for review
<b>C. Staffing Requirements</b>
1. Meets requirements 2. staff with facilitation skills
<b>D. Reports</b>
1.meets requirements 2. mees requirements
<b>2. Staffing</b>
a. P-experience in MCH field and federal grants b. lists oversight and coordination of subcontractors c. offered two options for estimate hours
<b>3. Implementation - Work Plan</b>
a. meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associate, Inc. (KAI)

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Meets requirements, possesses experience with MCH subject matter and MCH Block Grant Needs Assessment support as well as work on other projects included in Title V with a focus on improving health for vulnerable and underserved populations.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• P – Included, meets requirements, has relevant experience.</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided, meets requirements.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kauffman and Associate, Inc. (KAI)

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. P – Provides very detailed and professional breakdown of tasks, includes strategies for engagement and specific platforms to be used.
2. P – Details plan very thoroughly to meet requirements and ensure smooth facilitation and productivity.
3. P – Very thorough and detailed, including possible questions, and plans for collaboration with partners and department.  
P – Includes clear, strategic steps to ensure comprehensive delivery, includes possible resources, tools, and systems that will be employed.
4. P – Details plan thoroughly to meet requirements.
5. P – Very thorough plan for site visit including table outlining tasks and responsibilities, and describing materials to be created.
6. P – Describes how requirements will be met using visual aid.

**B. Needs Assessment Requirements**

1. P – Provides thoroughly structured plan outlining process with clear headings and subheadings explaining each task in detail.
2. P – Includes specific examples, tools/resources, well defined timelines, demonstrates capacity and comprehensive approach.

**C. Staffing Requirements**

1. P – Provides strong background and evidence demonstrating how staff meets requirements, including specific personnel's experience.
2. P – Provides detailed explanation of previous work and accomplishments, meets requirements.

**D. Reports**

1. P – Refers to outline from Needs Assessment and includes table of due dates and activities to demonstrate how requirements will be met.
2. P – Refers to outline from Needs Assessment and includes table of due dates and activities to demonstrate how requirements will be met.

**2. Staffing**

- a. P – Provided, meets requirements, also includes full resumes
- b. P – Meets requirements.
- c. P – Provided, broken down by title and time allocated to project, meets requirements.

**3. Implementation - Work Plan**

- a. P – Provided, outlines tasks/activities organized into actionable items and deliverables according to anticipated timeline.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kaufman and Associates

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>American Indian woman owned consulting firm. Experience in needs assessments, evaluations and more. Currently doing the NA for Washington State. Provided 3 relevant projects.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>Describes one subcontractor.</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>Org chart is clear and includes positions.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Included</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Current and adequate.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Kaufman and Associates

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

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Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Will survey staff to learn about what training opportunities are wanted. Will use zoom platform 60-75 min trainings.</li><li>2. Help plan meetings and suggest agenda items. Help create visuals when needed. Will facilitate all meetings. Take notes and distribute them.</li><li>3. Do a document review and interviews to learn about Maine's system and challenges. Included the questions they will ask. Detailed description of monitoring and analysis included.</li><li>4. Will provide guidance and expertise. Will create a FAQ document so others can benefit from the questions. Will develop a dissemination plan for the work plans.</li><li>5. Agrees to attend the site visits.</li><li>6. Doesn't directly say they will use DHHS logo and template, but does say the requirements will be discussed at the kick off meeting.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. create a survey and test it. Conduct listening sessions and agrees to help with IRB as needed, but DHHS will need to submit it. Has a dissemination plan, will buy some media time with the contract funds. The rest of the NA requirements are met.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. Staff meet the required experience.</li><li>2. The team that was recruited seem to meet the needs of this process.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. Agrees to submit reports.</li><li>2. Agrees to submit reports</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. Proposal meets this requirement. Bidder provided resumes for each staff member. This was not asked for.</li><li>b. Describes how they will manage the subcontractor.</li><li>c. The amount of hours proposed seems like more than needed to complete the project.</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Work plan seems reasonable, but it does not delineate who will do each task.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting, Inc

**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• Based out of Harrisburg PA</li><li>• Has supported hospitals, nursing homes, rehab centers and behavioral health providers nationwide, since 2005.</li><li>• Provides the following services: compliance risk assessments, audits, plans of correction, independent monitoring, mergers and acquisitions due diligence, operational assessments, and training.</li><li>• Collaborates with healthcare providers and legal team to ensure compliance with federal and state regulations.</li><li>• Three work projects listed</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• None Listed</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• None listed</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Three years of finance records provided</li><li>• The last two years shows a negative net income.</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Valid COI provided</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Will send out a survey/poll to members of the Domain Leads and Partners Meeting for feedback on educational needs.  
Survey Monkey or Google Forms will be used as polling/survey platforms.  
Surveys will be sent out every two months.  
Will collaborate with subject matter experts.  
Live virtual workshops will be utilized for educational sessions.  
Bi-monthly meeting schedule will be created based on results of survey/assessment.  
Reminders of session will be sent out to participants thirty days in advance.  
Will provide follow-up after each session by distributing relevant materials and gathering feedback from participants.
2. Response meets sections requirements.
3. Will manage performance monitoring and reporting processes for the five domains by implementing a systematic, data driven approach.  
Will track, monitor and report performance across all five domains.  
Will provide monthly updates.
4. Consultation and advice related to the Action Plan will focus on an evidence based practices, data-driven decision making and collaboration with the PM Leads.  
Qualitative and quantitative approach used to define evaluation methods.
5. At the annual site visit the bidder will offer a comprehensive overview of the data collection process that are used in the Action Plans. They will demonstrate how efforts align with goals of the MCHBG. Any questions regarding the action planning process will be addressed
6. Response meets section's requirements

**B. Needs Assessment Requirements**

1. Approach to needs assessment requirements will be met with a structured and detailed plan to facilitate the planning process. Bidder will actively participate in the project management activities for the needs assessment that's due to HRSA by July 15, 2030. This will be accomplished through planning, stakeholder engagement, data collection to make sure it's comprehensive, evidence-based, and aligned with necessary HRSA requirements.

**C. Staffing Requirements**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting, Inc

**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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1. States they meet the necessary requirements
2. Response meets section's requirements.

**D. Reports**

1. Agrees
2. Agrees

**2. Staffing**

- a. Provided in attachment 7
- b. No subcontractors will be used
- c. Provided in attachment 8

**3. Implementation - Work Plan**

- a. Provided in attachment 9

**Part IV, Section IV. Cost Proposal**

- **Initial Contract Period - \$306,039.00**
- **First Renewal Period - \$280,640.00**
- **Final Renewal Period - \$147,706.00**
- **5 Year Combined Total - \$734,385.00**
- **Hours per week for direct service staff listed as 0**
- **No "all other" charges listed. Cost is strictly personnel.**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>Specializes in healthcare compliance. Works with hospitals, nursing homes, rehab providers, and behavioral health providers. The projects provided loosely touch the requirements of this RFP.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>Org chart shows the positions related to this RFP and the other positions.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Was provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Current and adequate.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting

**DATE:** 5-19-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/ME CDC

\*\*\*\*\*

Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Outlined how training topics will be determined and scheduled. Also defined how the SMEs would be chosen. Staff will be polled every 2 months to determine needs. Will distribute training materials to the group.</li><li>2. Provided a lot of detail on how to set up meeting agendas, facilitate the meetings, take notes and distribute them.</li><li>3. Although there is a lot of detail included, the bidder's narrative does not align with the MCH BG process. Example, the KPIs are already determined.</li><li>4. The bidder does not demonstrate their capacity/capability to be SMEs for the MCH topic. Want to be able to tell the story through online media.</li><li>5. Again, the narrative, although detailed, does not align with the MCH process. There is no demonstration of the knowledge of the MCH BG/Title V process.</li><li>6. Agrees to use the Dept logo and templates.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. The plan outlined for the needs assessment is thorough and appears to be an effective plan.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. Does not describe how the Bidder will ensure staff providing services will meet the requirements.</li><li>2. Demonstrated the ability to have strong facilitation, presentation and organized services.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. Agrees to submit reports on time. Thoroughly describes how they will complete each report.</li><li>2.</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. The job descriptions provide limited information about what the employee will do and what the qualifications are for the position.</li><li>b. No subcontractors.</li><li>c. provided.</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Implementation plan contains details for the Needs Assessment, which will not happen until years 3.5-5. Missing implementation plan for the other deliverables.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting Inc.

**DATE:** 5/18/25

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>N-Experience seems more inline with healthcare compliance and procedures and not in state programs</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>None listed</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>10 people listed on project team</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>None listed</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>Q-provided 2022, 2023, 2024 statements</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>Meets requirements</li></ul>	



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting Inc.

**DATE:** 5/18/25

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. N-not very detailed 2. N-not very detailed 3. I-virtual feedback loop meetings N-lacks defining what tools used to analyze information/data 4. Q/N-bidder takes a broad approach to action plan methods, doesn't demonstrate familiarity with subject matter 5. Q/N-bidder's familiarity with HRSA or MCH grant 6. listed work with various materials
<b>B. Needs Assessment Requirements</b>
1. I-utilize other states for support and background information
<b>C. Staffing Requirements</b>
1.N-doesn't meet staffing requirements 2.not very detailed
<b>D. Reports</b>
1. meets requirements 2. I-action plan database innovative
<b>2. Staffing</b>
a. N-staff doesn't meet RFP requirements b. None listed c. listed hours on project
<b>3. Implementation - Work Plan</b>
a. N-lacks detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** LW Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• Q – Not sure description meets needs/experience is relevant</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided</li><li>• Q – Qualifications of RFP team for this project</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• P - Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** LW Consulting

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P – Organized plan to meet requirements 2. P – Detailed, meets requirements but Q – doesn't include examples specific to this project or specific resources etc. 3. P – Detailed and organized steps and process laid out however, Q – application for public health/ MCH/ specifically needs assessment not clear. 4. P – Detailed and organized steps and process laid out however, Q – general, without specific resources/examples demonstrated lack of familiarity with type of work. 5. P – Detailed plan for site visit but N – doesn't explain how information laid out will be explained (ex. what materials created), very general. 6. P – Detailed plan to meet requirements.
<b>B. Needs Assessment Requirements</b>
1. P – Organized strategy to meet requirements but Q – general, doesn't specifically demonstrate familiarity.
<b>C. Staffing Requirements</b>
1. Q – Not specified here 2. Q – General
<b>D. Reports</b>
1. P – Outlines detailed plan 2. P – Outlines detailed plan
<b>2. Staffing</b>
a. I – Provided, brief job descriptions and not sure qualifications typical for this type of work b. N/A c. P – Provided, breaks down roles, time allocated, responsibilities. Q – May be lacking support for some project areas
<b>3. Implementation - Work Plan</b>
a. P – Meets requirements, breaks down steps, actions, timeline N – Lacking detail

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Milliman, Inc

**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
	<ul style="list-style-type: none"><li>• Global consulting firm founded in 1947</li><li>• Committed to improving health outcomes</li><li>• Knowledge and experience in healthcare systems, policy development, and program implementation.</li><li>• Proven excellence in stakeholder engagement and education.</li><li>• Experts in grant management and needs assessment facilitation.</li><li>• Cross system expertise.</li><li>• Excels in stakeholder engagement and strategic planning.</li><li>• Three work projects listed</li></ul>
<b>2. Subcontractor</b>	
	<ul style="list-style-type: none"><li>• None will be used.</li></ul>
<b>3. Organizational Chart</b>	
	<ul style="list-style-type: none"><li>• Provided</li></ul>
<b>4. Litigation</b>	
	<ul style="list-style-type: none"><li>• States that the Indianapolis Health practice of Milliman has not been involved in any litigation related to the services in this proposal.</li></ul>
<b>5. Financial Viability</b>	
	<ul style="list-style-type: none"><li>• Financial statements provided for year end 2020, 2021, 2022, and 2023</li><li>• Appears to be financially viable</li></ul>
<b>6. Certificate of Insurance</b>	
	<ul style="list-style-type: none"><li>• Provided and valid through 6/30/2025</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** Milliman, Inc

**DATE:** 5/20/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Identify relevant professional development options to empower the team to drive progress toward Title V goals and strengthen the MCH initiatives across the state. Will use online polls and workgroup listening sessions to poll staff, find resources for those needs, and facilitate bi-monthly meetings.  
Will work with internal stakeholders to identify educational opportunities for the Doman Leads and Program Meeting.  
Has existing relationships with the following: AMCHP, City MatCH, The National Workforce MCH Development Center, The Catalyst Center, NCEMCH/The Evidence Center, PQC4ME, Maine Parent Federation, NAMI Maine, Project Extension for Community Healthcare Outcomes, and PSI-ME.  
Will schedule/facilitate education opportunities.
2. Agendas will be drafted 3-5 days prior to meeting to allow time for review/revision. Research will be performed for agenda items.  
Agendas will be sent to attendees via email in PDF format.  
Documents will be archived in an accessible Sharepoint site for attendees to reference when needed.
3. Response meets section's requirements.
4. Will provide support to strengthen the state's ability to implement, monitor, and improve strategies to advance the health and wellbeing of women, infants, children (with or without special health needs), and adolescents.  
Will review our newly selected ESM's and facilitate discussions related to how these strategies will impact state-identified priorities and national/state performance measures.  
Will support the Maine Title V team in creating a comprehensive dissemination plan.
5. Organization has employed a former Title V team member and is very familiar with the annual Title V MCHBG Site Visit.
6. Response meets section's requirements.

**B. Needs Assessment Requirements**

1. Response meets sections requirements.

**C. Staffing Requirements**

1. Ensures staff meet this sections minimum experience requirements.
2. Ensures staff possess the minimum skills required for this section.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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\*\*\*\*\*

<b>D. Reports</b>
1. Agrees
2. Agrees
<b>2. Staffing</b>
a. Provided in Attachment 7
b. No subcontractors will be used
c. Provided in Attachment 8
<b>3. Implementation - Work Plan</b>
a. Provided in Attachment 9

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• <b>Initial Contract Period - \$177,315.00</b></li><li>• <b>First Renewal Contract Period - \$261,806.00</b></li><li>• <b>Final Renewal Contract Period - \$159,820.00</b></li><li>• <b>Total 5-Year Project Cost - \$598,941.00</b></li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Milliman

**DATE:** 5-20-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• Been around since 1947, has developed expertise in MCH topics. Specialize in stakeholder engagement, grant management/needs assessment facilitation, and cross system expertise. Provided 3 relevant projects.</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• None</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• Provided a clear org chart of the company clearly depicting the Maine team.</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• The Indianapolis Health practice of Milliman has not been involved in any litigation related to the services contemplated in this proposal. Milliman does not comment on the existence or nonexistence of litigation that may affect portions of its business that are not providing services under a specific proposal.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• Current, although expires 6/30/2025, and adequate.</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Milliman

**DATE:** 5-20-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/CDC

\*\*\*\*\*

Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Provided a clear and concise plan. Clearly did research on organizations available to do the trainings.</li><li>2. Plan is clear and meets the requirements of the RFP. Will use Teams, but also has Zoom.</li><li>3. The design of this section is appealing. It will meet the needs of the Me CDC's team.</li><li>4. Demonstrates understanding of MCH performance measures. This section is well thought out and provides details on how to accomplish it.</li><li>5. Agrees to site visit participation and demonstrates a strong knowledge of what they entail.</li><li>6. Agrees to use our logos and templates.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. The design of the needs assessment is well thought out and appears to meet the needs of the MCH team. They have a plan for each of the required sections.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. Exceeds the minimum requirements in all 3 categories including a previous Title V Director.</li><li>2. Is committed to providing staffing that meets the needs of this RFP. Provided details on how they will meet each one.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. Provided commitment to submitting the reports before the deadline and out lined how that would happen.</li><li>2.</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. The job descriptions and qualifications are specific to the person in the role vs a generic job description and minimum quals required to be considered for the role. However, the chosen staff have extensive experience and can clearly do the work.</li><li>b. No subcontractors</li><li>c. the amount of time allotted looks okay – however, they gave us a lot of people in the job descriptions but only listed 4 on the staffing plan. It is not clear to me how much staffing would be purchased.</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Work plan seems reasonable and meets the requirements of the RFP.</li></ol>



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**BIDDER NAME:** Milliman Inc.

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
• P-work with Kentucky and Indiana DHHS	
<b>2. Subcontractor</b>	
• None listed	
<b>3. Organizational Chart</b>	
• 8 members as part of team inclusive of 5 SMEs	
<b>4. Litigation</b>	
• None listed-statement provided	
<b>5. Financial Viability</b>	
• Provided audit from 2021-2023	
<b>6. Certificate of Insurance</b>	
• Meets requirements	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P-list resources within their expertise to build for educational opportunities 2. Meets requirements 3. I-quarterly performance review cycles 4. will help create comprehensive dissemination plan 5. P-seem to have expertise in HRSA site visits 6. will tailor templates based on programs
<b>B. Needs Assessment Requirements</b>
1. Q-what is TVIS? P-previous Title V experience
<b>C. Staffing Requirements</b>
1. P-previous MCH block grant work for staff 2.meets requirements
<b>D. Reports</b>
1. Meets requirements 2. Broad list of how they will accomplish timeline
<b>2. Staffing</b>
a. Previous work conducting needs assessments for MCH block grant b. None listed c. included percentage of time spent on project
<b>3. Implementation - Work Plan</b>
a. meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Milliman

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Meets requirements, demonstrated experience with Title V needs assessments, MCH subject matter</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided, meets requirements</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** Milliman

**DATE:** 5/19/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

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Part IV, Section III Proposed Services
Part II
<b>A. General Requirements</b>
1. P – Detailed approach including possible resources and partners, comprehensively meets requirements. 2. P – Organized plan to meet requirements. 3. P – Provides detailed plan, broken down by steps including specific strategies/tools/frameworks to be used, demonstrates familiarity with project, subject matter. 4. P – Outlines detailed plan to meet requirements, includes specifics to MCH (ex. data sources) 5. P – Demonstrates familiarity with block grant site visit and details plan including materials to be created, and how support will be provided. 6. P – Plan to meet requirements including interval review to ensure compliance.
<b>B. Needs Assessment Requirements</b>
1. P – Provides detailed plan to meet requirements heavy on project management skills.
<b>C. Staffing Requirements</b>
1. P – Sites how staffing plan meets requirements, experience qualifications. 2. P – Provides explanation of team experience and qualifications that meet requirements.
<b>D. Reports</b>
1. P – Provides detailed plan to meet requirements and support team, collaborate, meet deadlines. 2. P – Provides detailed plan to meet requirements and support team, collaborate, meet deadlines.
<b>2. Staffing</b>
a. P – Provided, meets requirements . b. N/A c. P – Provided, meets requirements, breaks down roles and time allocated.
<b>3. Implementation - Work Plan</b>
a. P – Provided, outlines deliverable and tasks broken down by steps, personnel responsible, timeline to meet requirements.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat, Inc

**DATE:** 5/21/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• Organization founded in 1963.</li><li>• Leads in research, data collection and analysis, technical assistance, evaluation, and communications.</li><li>• Improving outcomes for individuals and communities.</li><li>• Employee owned firm located in Maryland.</li><li>• Provides a broad range of research areas, including statistical design, survey research, program evaluation, needs assessment, and technical assistance.</li><li>• Currently supporting several projects for the MCH Bureau at HRSA and have staff with knowledge of in state MCH programs including Title V.</li><li>• Subject matter expertise in clinical research, public health (including MCH), behavioral health, food and nutrition, health services and research policy, labor and workforce development, social services, transportation, and education.</li><li>• Organizations MCH services include project development, surveys, needs assessments, program assessments and mixed methods evals, training, technical assistance, health communications, epidemiological and clinical research, and analysis and dissemination.</li><li>• Staff members have worked on Title V needs assessments in Maine, New Jersey, Alabama and Mississippi.</li><li>• Three work projects have been provided.</li></ul>	
<b>2. Subcontractor</b>	
<ul style="list-style-type: none"><li>• None</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• Provided</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• Litigation of contractual or similar disputes is rare and none of the litigation over the past 10 years would increase or otherwise have a direct or indirect bearing on supply chain risk.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• Three years of statements provided</li><li>• Appears to be financially viable.</li></ul>	
<b>6. Certificate of Insurance</b>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 5/21/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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- |   |
|---|
| <ul style="list-style-type: none"><li>• COI provided and valid.</li></ul> |
|---|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

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**BIDDER NAME:** Westat, Inc

**DATE:** 5/21/2025

**EVALUATOR NAME:** Darren Bean

**EVALUATOR DEPARTMENT:** Maine Center for Disease Control and Prevention

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**Part IV, Section III Proposed Services**

**Part II**

**A. General Requirements**

1. Will develop a training needs assessment survey.  
Questions will be asked to determine training approaches, goals, the needs of the participants, barriers, and content development.  
After the needs assessment survey, the organization plans to work with the MCH leadership team to develop learning goals and objectives and determine the best method of delivery. Will research prerecorded presentations through various platforms developed by MCH assistance providers such as MCH Evidence Center and AMCHP in order to meet the developed learning objectives.  
Will collaborate with MCH leadership team to develop a schedule of all learning opportunities at least six months in advance.  
Engagement strategies will include knowledge checks, question-and-answer sessions, group exercises, or break-out groups that provide opportunities for discussion and peer-to-peer learning.  
Accessibility needs of users will be identified in initial survey so the trainings are both useable and assessable.  
Participant feedback will be collected via training evaluation surveys.  
Will provide opportunities for continued learning opportunities.
2. Response meets sections requirements.
3. Will utilize Smartsheet to manage, track, and report results for all performance measures across the five domains.  
Smartsheet will be used for performance monitoring and reporting as well as project management.  
This will provide all partners with a central location to store all information relevant to the project.
4. Has helped Maine PM Leads develop ESM's for prior MCH Needs Assessments and are familiar with resources from the MCH Evidence Center in relation to ESM's.  
Has extensive experience with evaluation planning.  
Will assist PM Leads in developing data visualizations and provide guidance how to prepare and disseminate data to a multitude of audiences.  
Has qualitative and quantitative data collection experience.

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5. A team lead will attend the annual Title V MCHBG Site Visit on an annual basis. Equipped to support PM Leads before the visit and answer direct questions from HRSA, if asked.
6. Agrees to this section's requirements.
<b>B. Needs Assessment Requirements</b>
1. Response meets this section's requirements.
<b>C. Staffing Requirements</b>
1. Proposed staff meet sections minimal experience requirements.
2. Ensures staff have the skills necessary outlined in this section.
<b>D. Reports</b>
1. Agrees
2. Agrees
<b>2. Staffing</b>
a. Provided in Attachment #7
b. Subcontractors will not be used
c. Provided in Attachment #8
<b>3. Implementation - Work Plan</b>
a. Provided in Attachment #9

<b>Part IV, Section IV. Cost Proposal</b>
<ul style="list-style-type: none"><li>• Initial Contract Period - \$210,108.00</li><li>• First Contract Renewal Period - \$331,167.00</li><li>• Final Contract Renewal Period - \$158,629.00</li><li>• Total Five Year Project Cost - \$699,904.00</li></ul>



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat

**DATE:** 5-21-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/CDC

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
•	Founded in 1963. Cites expertise in MCH topics. Provided 3 relevant projects.
<b>2. Subcontractors</b>	
•	None
<b>3. Organizational Chart</b>	
•	Clear and shows all the positions.
<b>4. Litigation</b>	
•	Westat has been involved in litigation in the normal course of business over the last 10 years including some currently pending matters. The nature of the litigation typically involves the following areas: personal injury and employment, including appeals of workers' compensation matters. Litigation of contractual or similar disputes is rare and none of the litigation over the past 10 years would increase or otherwise have a direct or indirect bearing on supply chain risk.
<b>5. Financial Viability</b>	
•	Provided
<b>6. Certificate of Insurance</b>	
•	Current and adequate.

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**DATE:** 5-21-2025

**EVALUATOR NAME:** Maryann Harakall

**EVALUATOR DEPARTMENT:** DHHS/CDC

\*\*\*\*\*

Part IV, Section III Proposed Services
<b>Part II</b>
<b>A. General Requirements</b>
<ol style="list-style-type: none"><li>1. Cites experience working with diverse groups. Demonstrates an understanding of the training component and what the team needs. Will make sure they are interactive and get feedback from participants.</li><li>2. Agree to create and distribute the agenda. Use Teams. Will also take and distribute notes. Will use smartsheets.</li><li>3. Build forms for PM Leads with performance measure data – will make it user friendly. Provide training to PM Leads so they know how to use it.</li><li>4. Consultation is grounded in a client centered approach. Demonstrated a clear understanding of what is necessary for performance measure monitoring. Will help PM Leads address any issues they're having/challenges. Conversation will facilitate opportunities across domains.</li><li>5. Agrees to have staff join site visits. Both project staff have attended site visits with HRSA for the BG before.</li><li>6. Will use our logo and templates.</li></ol>
<b>B. Needs Assessment Requirements</b>
<ol style="list-style-type: none"><li>1. Demonstrated that project staff have the knowledge and experience to lead a NA process for MCH BG. Narrative clearly outlines the process for the needs assessment process. Will create an advisory committee – has commitment from WPH to participate. Made note of the evaluator and the other needs assessment documents that are available. Mentions compensation for participants. The rest of the plan outlined for the NA is doable and would meet the needs of this RFP.</li></ol>
<b>C. Staffing Requirements</b>
<ol style="list-style-type: none"><li>1. Meets all staffing requirements. Fully described each staff person and how they meet the requirement.</li><li>2. Fully outlined how they will meet this requirement as well.</li></ol>
<b>D. Reports</b>
<ol style="list-style-type: none"><li>1. Will use smartsheet and Teams. Will create a channel so all staff have access.</li><li>2. Will meet the deadlines for each report. Outlines how they will do it.</li></ol>
<b>2. Staffing</b>
<ol style="list-style-type: none"><li>a. Provides job descriptions and qualifications for each.</li><li>b. No subcontractors.</li><li>c. Staffing plan seems reasonable.</li></ol>
<b>3. Implementation - Work Plan</b>
<ol style="list-style-type: none"><li>a. Work plan looks reasonable and meets RFP criteria.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat, Inc

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
• P-experience with HRSA and MCH grants	
<b>2. Subcontractor</b>	
• None listed	
<b>3. Organizational Chart</b>	
• Not clear who will be working on project directly	
<b>4. Litigation</b>	
• Provided a statement but no list of individual cases	
<b>5. Financial Viability</b>	
• Provided statements from 2022 and 2023	
<b>6. Certificate of Insurance</b>	
• Meets requirements	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat, Inc

**DATE:** 5/18/2025

**EVALUATOR NAME:** Lauren Gauthier

**EVALUATOR DEPARTMENT:** Maine CDC

\*\*\*\*\*

<b>Part IV, Section III Proposed Services</b>
<b>Part II</b>
<b>A. General Requirements</b>
1. P-Maine Title V experience I-consultation group services 2. I-internal MECDC review of notes before release to all attendees 3. I-use of smartsheet to track performance measures P-experience working with Maine PM leads 4. P-detailed included facilitation examples 5. One staff will attend in-person site visit and will be able to prepare slides for meeting 6. N-lacks dissemination plan
<b>B. Needs Assessment Requirements</b>
1. I-establishing Needs Assessment Advisory Committee P-will utilize existing data and needs assessments in review P-targeted and detailed approach
<b>C. Staffing Requirements</b>
1. P-MCH block grant experience 2. Have staff that have facilitated or done data collection for HRSA or MCH programs
<b>D. Reports</b>
1. meets requirements 2. List modality for sharing documents so they can be monitored to ensure timely submission
<b>2. Staffing</b>
a. P-experience in MCH b. None listed c. provide percent of time spent on project but not hours
<b>3. Implementation - Work Plan</b>
a. meets requirements

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat

**DATE:** 5/20/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience	
<b>1. Overview of the Organization</b>	
<ul style="list-style-type: none"><li>• P – Demonstrate qualifications and experience including with Title V Needs assessments, HRSA MCH projects,</li></ul>	
<b>2. Subcontractors</b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>3. Organizational Chart</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	
<b>4. Litigation</b>	
<ul style="list-style-type: none"><li>• I – Does not list cases but says has had cases over last 10 years and have some pending.</li></ul>	
<b>5. Financial Viability</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	
<b>6. Certificate of Insurance</b>	
<ul style="list-style-type: none"><li>• P – Provided</li></ul>	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202503035

**RFP TITLE:** Maternal and Child Health Needs Assessment and Consultation

**BIDDER NAME:** Westat

**DATE:** 5/20/2025

**EVALUATOR NAME:** Naomi Montag

**EVALUATOR DEPARTMENT:** Department of Health and Human Services

\*\*\*\*\*

<b>Part IV, Section III    Proposed Services</b>
<b>Part II</b>
<b>A. General Requirements</b>
1. P – Discusses relevant experience and provides detailed plan to meet requirements. 2. P – Outlines plan to meet requirements. 3. P – Describes plan to meet requirements including specific software and how it is utilized, demonstrates familiarity and experience with Maine MCH. 4. P – Provides evidence of experience and expertise in this area, lays out plan to meet requirements including examples. 5. P – Provides plan to meet requirements including creating material for site visit and who will support. 6. P – Commit to meeting requirements.
<b>B. Needs Assessment Requirements</b>
1. P – Provides examples of relevant projects/experience, outlines detailed plan to meet requirements including resources, examples, strategic approaches, plans for collaboration, establishing timeline demonstrating strong project management.
<b>C. Staffing Requirements</b>
1. P – Provided, meets requirements. 2. P – Provided, demonstrates meeting requirements.
<b>D. Reports</b>
1. P – Provides plan to meet requirements. 2. P – Provides plan to meet requirements.
<b>2. Staffing</b>
a. P – Provided, meets requirements. b. N/A c. P – Provided, meets requirements broken down by role, responsibilities and allocated time.
<b>3. Implementation - Work Plan</b>
a. P – Provided, meets requirements broken down into tasks, activities, steps, personnel responsible, and projected timeline.



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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

I, Darren Bean, 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.**

Signed by:

Darren Bean

47AA406C20A5418...

**Signature**

Apr-30-2025

**Date**



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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

I, Lauren Gauthier, 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:

Lauren Gauthier

945252458FDD464...

**Signature**

Apr-28-2025

**Date**





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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

I, Maryann Harakall, 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:

*Maryann Harakall*

52C623504FE2442...

**Signature**

Apr-28-2025

**Date**



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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

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

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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Signed by:

*Maggie Jansson*

59B8802B49F0473...

**Signature**

Apr-28-2025

**Date**



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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

I, Stacy Laflamme, 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.**

DocuSigned by:

*stacy Laflamme*

A02AAGC4506D453...

**Signature**

Apr-28-2025

**Date**



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

**Janet T. Mills  
Governor**

**Sara Gagné-Holmes  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202503035**

**RFP TITLE: Maternal and Child Health Needs Assessment and Consultation**

I, Naomi Montag, 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 handwritten signature in black ink, appearing to read 'Naomi Montag'.

3F1A3488C85841B...

**Signature**

Apr-28-2025

**Date**