

**State of Maine**  
**Master Score Sheet**

RFP# 202505071					
Motivational Interviewing Training					
<b>Bidder Name:</b>		<b>RC Warner Consulting LLC</b>	<b>Maia Consulting Group</b>	<b>RecoveryWorksAI, LLC</b>	<b>SNVA LLC</b>
<b>Proposed Cost:</b>		<b>\$89,999</b>	<b>\$99,990</b>	<b>\$99,300</b>	<b>Could not score</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	Pass/Fail	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	30	27	23	24	15
Section III: Proposed Services	40	35	30	28	10
Section IV: Cost Proposal	30	26.98	24.29	24.50	0
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>88.98</u></b>	<b><u>77.29</u></b>	<b><u>76.50</u></b>	<b><u>25</u></b>
<b>Bidder Name:</b>		<b>California Creative Solutions Inc dba CCS Learning Academy</b>	<b>Clarvida</b>	<b>Co-Occuring Collaborative Serving Maine</b>	<b>eSym LLC</b>
<b>Proposed Cost:</b>		<b>\$97,856</b>	<b>\$100,185</b>	<b>\$80,961</b>	<b>\$99,075</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	Pass/Fail	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	30	22	22	28	25
Section III: Proposed Services	40	30	14	37	29
Section IV: Cost Proposal	30	24.82	24.24	30	24.50
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>76.82</u></b>	<b><u>60.24</u></b>	<b><u>95</u></b>	<b><u>78.50</u></b>

**Award Justification Statement  
RFP# 202505071 Motivational Interviewing Training**

**I. Summary**

The Department wants to provide ongoing training in Motivational Interviewing (MI) as it relates to vocational rehabilitation, business relations, and orientation and mobility instruction. The expectation is that this will be ongoing training to develop and maintain the skills of the target audience, including developing internal MI coaches. The target audience is Vocational Rehabilitation Counselor II (VRC), Rehab Counselors I (RC I), as well as Casework Supervisors and management. It is expected that trainers will code and provide feedback to staff utilizing real sessions and role play.

**II. Evaluation Process**

The evaluation team used the consensus method to score the Qualifications and Experience and Proposed Services sections of each proposal.

The Cost Proposal was scored using a mathematical formula.

**III. Qualifications & Experience**

- Maine Non-Profit Company
- Maine Behavioral Health Workforce Development Collaborative
- Partnering with HETI,( Health Education & Training Institute) a Maine based company specializing in MI
- Prior training partnership with Maine Department of Labor, BRS with positive results
- 7 MINT trainers and 9 MITI coders will be working on this project

**IV. Proposed Services**

- In person and virtual trainings in a variety of formats and a good balance of both
- 7 mint trainers and 9 miti coders will be working on this project

- Support groups and different learning styles will be on offer
- Emphasis on mi champions
- Newsletter for this project
- 4x a year “deepening the practice of motivational interviewing” session
- Manage a website about mi for our staff
- Additional in person training for new hires
- virtual foundation trainings in managing attrition
- Mi in supervision training
- Weekly practice sessions
- Monthly masterclasses.
- Simulated actor sessions

#### **V. Cost Proposal**

**CCSME submitted a total cost proposal of \$80,961. Due to having the lowest bid, CCSME received the full 30 points. The highest bid was \$100,185 and received the lowest points of 24.24. One bidder submitted a bid that was outside the scope of what was asked for in this RFP thus was given a score of 0.**

#### **VI. Conclusion**

**Out of 100 points CCSME scored 95 which was the highest point total awarded by the evaluation team.**

**The Evaluation Team has determined that the proposal submitted by CCSME presents the best value to the State of Maine.**



**STATE OF MAINE  
DEPARTMENT OF Labor**

**Janet T. Mills  
Governor**

**Laura A Fortman  
Commissioner**

8/18/2025

RC Warner Consulting  
Ryan Warner  
22720 Morton Ranch STE 160 #315  
Katy, Texas 77449

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071

Dear Ryan Warner,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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:

- Co-Occurring Collaborative Serving Maine (CCSME)

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.

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

Sincerely,

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SAMANTHA FENDERSON  
Director  
Division of Vocational Rehabilitation

## **STATEMENT OF APPEAL RIGHTS**

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**STATE OF MAINE  
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Governor**

**Laura A Fortman  
Commissioner**

8/18/25

Maia Consulting Group  
Angelina Moore Maia  
179 Pease Rd.  
Buxton, Me 04093

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071

Dear Angelina Moore Maia,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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Director  
Division of Vocational Rehabilitation



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8/18/25

RecoveryWorksAI, LLC  
1001 Big Bend Drive  
Pacifica, CA 94044

**SUBJECT:** Notice of Conditional Contract Award(s) under RFP # 202505071

Dear Paula Wilbourne,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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8/18/25

SNVA, LLC  
Rohit Chauhan  
2 Industrial Park Drive Unit 2E  
Waldorf, MD 20602

**SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071**

Dear Rohit Chauhan,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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8/18/25

California Creative Solutions, INC dba CCS Learning Academy  
Anand Dandapani  
13475 Danielson Street Suite 230  
Poway, CA 92064

**SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071**

Dear Anand Dandapani,

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8/18/25

Clarvida  
Heather Morris  
2250 S.Oneida St. Suite 200  
Denver, CO 80224

**SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071**

Dear Heather Morris,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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Governor**

**Laura A Fortman  
Commissioner**

8/18/25

Co-Occurring Collaborative Serving Maine  
Catherine Chichester  
94 Auburn St. STE 110  
Portland, Me 04103

**SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071**

Dear Catherine Chichester,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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**STATE OF MAINE  
DEPARTMENT OF Labor**

**Janet T. Mills  
Governor**

**Laura A Fortman  
Commissioner**

8/18/25

eSym LLC  
1206 Seacoast Drive Unit A  
Imperial Beach CA 91932

SUBJECT: Notice of Conditional Contract Award(s) under RFP # 202505071

Dear Brian Connors,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Motivational Interviewing Training. 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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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** RC WARNER Consulting LLC

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

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<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>27</b>
Section III. Proposed Services	<b>40</b>	<b>35</b>
Section IV. Cost Proposal	<b>30</b>	<b>26.98</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>88.98</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** RC WARNER Consulting LLC

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** RC WARNER Consulting LLC

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>27</b>

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**Evaluation Team Comments:**

- I. Overview of the Organization
  - Projects were tied to the RFP
  - Former VRC on staff, but is not the MINT trainer
  - Good mention of O&M
  - Will use professionals with “a presence in Maine” unclear as to who.
- II. Subcontractors
  - States none
- III. Organizational Chart
  - Provided, but for this proposal only
- IV. Litigation
  - No litigation
- V. Financial Viability 3 years were included
- VI. Certifications only for 1 MINT trainer
- VII. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** RC WARNER Consulting LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>35</b>

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**Evaluation Team Comments:**

SPECIFIC INITIAL ASSESSMENTS

OFFERING SPECIFIC EXAMPLES FOR VRCS AND O&M, AND BUSINESS RELATIONS, THIS PERSON HAS AN UNDERSTANDING OF REHABILITATION CONCEPTS AND SURVEYS WILL BE TAILORED TO EACH DISCIPLINE LMS, LEARNWORLDS, IS THIS ACCESSIBLE, WILL IT BE AVAILABLE TO US, COULD WE USE YESLMS INSTEAD?

MITI SCORING

ACCOUNTS FOR STAFF TURNOVER

BOTH IN PERSON AND VIRTUAL TRAININGS, BUT BY WHO?

SUPERVISOR TRAINING IS A COMBO OF IN PERSON, VIRTUAL, AND ASYNCHRONOUS

AND COACHES TRAINED BY END OF YEAR ONE

VAGUE AGENDA

BEHAVIORAL SCENARIOS ARE THESE ROLE PLAY SCENARIOS? ARE THEY LIVE? VIRTUAL WITH ACTORS? AI?

ARE THE TWO DAY INTENSIVE ADVANCE TOPICS IN PERSON OR VIRTUAL?

WORKPLAN- SUSTAINABILTY ROADMAP

TIMELINE WAS DETAILED.

**EVALUATION OF SECTION IV  
Cost Proposal**

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** RC WARNER Consulting LLC

**DATE:** 7/15/25

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	÷	<b>89999</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>26.98</b>

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Maia Consulting Group

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

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<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>23</b>
Section III. Proposed Services	<b>40</b>	<b>30</b>
Section IV. Cost Proposal	<b>30</b>	<b>24.29</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>77.29</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Maia Consulting Group

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Maia Consulting Group

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>23</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Maine based (unsure if non profit)
  - Projects included, was this done as part of the consulting group?
  - Unsure if bidders consultant is a Train the Trainer
  - Unsure if one staff is certified trainer
  - Unsure of need of consultants
- II. Subcontractors
  - States. Yes consultants, one is MINT certified
- III. Organizational Chart
  - Provided
- IV. Litigation
  - No litigation
- V. Financial Viability none submitted, says as a sole proprietor does not have what RFP requested.
- VI. Certifications included
- VII. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Maia Consulting Group

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>30</b>

---

**Evaluation Team Comments:**

PRE ASSESSMENT

INITIAL TRAINING FOR 100 STAFF

NO PLAN FOR STAFF ATTRITION

DEVELOPMENT OF COACHES, ATTRITION WAS MENTIONED BUT NOT FRONT-LINE STAFF, THAT COACHES WILL HANDLE THAT.

MITI WILL BE USED

60 MINUTE VIRTUAL SESSION CASE STUDIES

BENEFITS COUNSELING, DISABILITY RELATED CONVERSATIONS AND EMPLOYER ENGAGEMENT WERE MENTIONED FOR YEAR TWO.

NOT MUCH MENTIONED ABOUT THE MIX OF IN PERSON AND VIRTUAL TRAINING, JUST THE TWO-DAY INITIAL WORKSHOPS REGIONALLY (UNCLEAR)

PEER SUPPORTS ARE THEY MORE THAN ONCE OR INTENSIVE

VIRTUAL LIVE TRAININGS ARE INTERESTING

EVIDENCE BASED AND CONTINUAL ASSESSMENTS

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Maia Consulting Group

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
80961	÷	99990	x	30 points	=	24.29

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071  
**RFP TITLE:** Motivational Interviewing  
**BIDDER:** RecoveryWorksAI LLC  
**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor  
**Name of RFP Coordinator:** Annette Stevens  
**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>24</b>
Section III. Proposed Services	<b>40</b>	<b>28</b>
Section IV. Cost Proposal	<b>30</b>	<b>24.50</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>76.50</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER:** RecoveryWorksAI LLC

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER:** RecoveryWorksAI LLC

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>24</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - 2 people in this organization, new in 2024
  - Did doctoral under MI Co-Developer
  - has VR experience
  - Projects were applicable and VR relevant
  - Only had one contract as an LLC, others were as individuals.
- II. Subcontractors
  - States yes,
- III. Organizational Chart
  - Provided,
- IV. Litigation
  - No litigation
- V. Financial Viability only one year for individual not the company
- VI. Certifications-one staff will be reinstated for MINT in 2025 and psychologist license was expired as of submission (not a requirement for this RFP)
- VII. Certificate of Insurances
  - Provided



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071  
**RFP TITLE:** Motivational Interviewing  
**BIDDER:** RecoveryWorksAI LLC  
**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>28</b>

---

**Evaluation Team Comments:**

STEERING COMMITTEE OF OUR STAFF AND BIDDERS AND MEASUREMENT TOOLS WILL BE DETERMINED BY COMMITTEE.

MITI MENTIONED

ALL SERVICES ARE TO BE DONE IN ONE YEAR AND NOT TWO YEARS -MAY BE TOO MUCH FOR STAFF ONLY IN PERSON TRAINING WOULD BE FOR THE COACHES, THEY ARE PROPOSING MOSTLY VIRTUAL TRAININGS AND WILL "MODIFY" THEIR PROPOSAL IF THE DEPARTMENT REALLY WANTS IT, (IT WAS STATED IN RFP THAT IN PERSON AND VIRTUAL TRAININGS ARE PREFERRED)

BOOK CLUB IS A GOOD IDEA

SUPERVISOR AND MANAGER TRAININGS POSITIVE

COLOR CODING IS POOR CONTRAST, NOT ACCESSIBLE TO ALL READERS.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER:** RecoveryWorksAI LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>99,300</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>24.50</b>

**Evaluation Team Comments:**

This is for one year only.

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** SNVA LLC

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>15</b>
Section III. Proposed Services	<b>40</b>	<b>10</b>
Section IV. Cost Proposal	<b>30</b>	<b>0</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>25</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** SNVA LLC

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** SNVA LLC

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>15</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - No certificates of the trainers, but bidder stated that 3 of the proposed were MINT.
  - Referenced leadership training a lot and several IT programs but not much about MI specifically
  -
- II. Subcontractors
  - States no subcontractors, but two trainers mentioned have their own company and they were not in the organization chart.
- III. Organizational Chart
  - Provided, but very heavy administrative and no MI trainers were listed
- IV. Litigation
  - No litigation
- V. Financial Viability only submitted 2020 and 2021
- VI. Certifications no
- VII. Certificate of Insurance
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** SNVA LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>10</b>

---

**Evaluation Team Comments:**

LOTS OF GRAPHICS BUT NO SUBSTANCE

ARE THEY ABLE TO BE ACCESSIBLE TO ALL LEARNERS WITH THE EMPHASIS ON GRAPHICS

A LOT OF REGURGITATING OF THE RFP.

NO SPECIFIC INFORMATION ON HOW TRAININGS WOULD BE CARRIED OUT

NO DETAIL ON WHAT ACTUALLY WOULD BE PROVIDED.

REPEATEDLY MENTIONED NO SUBCONTRACTORS.

IMPLEMENTATION/WORK PLAN

VERY LONG DAYS

10 DAY NOTICE TO CANCEL, HOW DOES MAINE'S WEATHER FACTOR IN TO THIS.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** SNVA LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>0</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>0</b>

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

SNVA, LLC submitted a by the day fee structure and a per participant cost, unable to score against the lowest proposal.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** California Creative Solutions Inc dba CCS Learning Academy

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>22</b>
Section III. Proposed Services	<b>40</b>	<b>30</b>
Section IV. Cost Proposal	<b>30</b>	<b>24.82</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>76.82</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** California Creative Solutions Inc dba CCS Learning Academy

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** California Creative Solutions Inc dba CCS Learning Academy

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>22</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Coversheets are not accessible
  - No mention of VR specifically
  - Projects listed were detailed
  - two trainers listed with certifications
  - Previously provided training to Maine Department of Labor (not MI)
- II. Subcontractors
  - States none, but trainers are listed as independent contractors
- III. Organizational Chart
  - Provided,
- IV. Litigation
  - No litigation
- V. Financial Viability could not access, no password to gain access.
- VI. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** California Creative Solutions Inc dba CCS Learning Academy

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>30</b>

---

**Evaluation Team Comments:**

AI CHATBOT FOR TRAINING, NOT SURE IF ALLOWABLE UNDER MAINE POLICY BUT IS AN INTERESTING IDEA

MOSTLY VIRTUAL TRAININGS, VERY LITTLE IN PERSON

MONTHLY WORKGROUP

RESOURCE DATA BASE, ARE WE ABLE TO ACCESS AFTER CONTRACT ENDS IF AWARDED?

LISTED USING MICA AND MITI

TRAINING AGENDA WAS LISTED, BUT LONG DAYS.

WORK PLAN-ONLY ONE ADDITIONAL TRAINING FOR ATTRITION.

WORK PLAN HAD RESPONSIBLE STAFF LISTED AND WAS DETAILED WITH MODE WITH DELIVERY

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** California Creative Solutions Inc dba CCS Learning Academy

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>97856</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>24.82</b>

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** CLARVIDA

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>22</b>
Section III. Proposed Services	<b>40</b>	<b>14</b>
Section IV. Cost Proposal	<b>30</b>	<b>24.24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>60.24</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** CLARVIDA

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** CLARVIDA

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>22</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Larger nonprofit agency an enterprise 4300 individuals
  - Only one trainer is MINT, even though they have 2 other trainers listed in proposal
  - Lack of reference to VR
  - Why did not use form for the projects?
- II. Subcontractors
  - States none
- III. Organizational Chart
  - Provided, but only supervisor is MINT certified
- IV. Litigation
  - No litigation
- V. Financial Viability 2021 and 2022 were only provided
- VI. Certifications-only one provided
- VII. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071  
**RFP TITLE:** Motivational Interviewing Training  
**BIDDER:** CLARVIDA  
**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>14</b>

---

**Evaluation Team Comments:**

STATED CANNOT PROVIDE SERVICES IN THE BUDGET GIVEN  
SEEMS LIKE SOME DRAFT COMMENTS ABOUT THE NEW RFP WERE INADVERTENTLY LEFT IN.  
MOSTLY VIRTUAL TRAININGS  
CEU'S PROVIDED AT AN EXTRA COST  
BILLING EXTRA FOR PROGRAM DEVELOPMENT  
FLAT TRAINING RATE ADDITIONAL COST OVER PROPOSED COST  
DID NOT PROVIDE A FULL PROPOSAL, **ONLY FOCUSED ON THE TRAINING FOR 10 MI COACHES AND**  
SEEMED TO QUESTION WHY WE WERE ASKING FOR 10.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** CLARVIDA

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>100,185</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>24.24</b>

**Evaluation Team Comments:**

Team questioned why they submitted a proposal that stated they could not meet RFP specifications, and what was submitted was over budget.

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Co-Occuring Collaborative Serving Maine

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>28</b>
Section III. Proposed Services	<b>40</b>	<b>37</b>
Section IV. Cost Proposal	<b>30</b>	<b>30</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>95</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Co-Occuring Collaborative Serving Maine

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement met

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Co-Occuring Collaborative Serving Maine

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>28</b>

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Maine Non-Profit
  - Maine Behavioral Health Workforce Development Collaborative
  - Partnering with HETI, a Maine based company
  - Prior partnership with Maine Department of Labor, BRS
  - 7 MINT trainers and 9 MITI coders
- II. Subcontractors
  - Yes, HETI with detailed bio and qualifications included
- III. Organizational Chart
  - Provided and detailed for both agency and this project and also included job descriptions
- IV. Litigation
  - No litigation listed
- V. Financial Viability last 4 years were provided
- VI. Certifications-included
- VII. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Co-Occuring Collaborative Serving Maine

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>37</b>

---

**Evaluation Team Comments:**

IN PERSON AND VIRTUAL TRAININGS IN A VARIETY OF FORMATS AND A GOOD BALANCE OF BOTH  
SUPPORT GROUPS AND DIFFERENT LEARNING STYLES

EMPHASIS ON MI CHAMPIONS

NEWSLETTER AND A 4X A YEAR "DEEPENING THE PRACTICE OF MOTIVATIONAL INTERVIEWING

MANAGE A WEBSITE ABOUT MI FOR OUR STAFF, COULD THAT BE MANAGED BY BRS FOR

SUSTAINABILITY, WILL IT BE AVAILABLE AFTER CONTRACT ENDS IF AWARDED?

ADDITIONAL IN PERSON FOR NEW HIRES AND VIRTUAL FOUNDATION TRAININGS (MANAGE FOR  
ATTRITION)

TIMELINE WAS QUITE DETAILED, WITH TRAINERS NAMES LISTED IN PLAN

MI IN SUPERVISION TRAINING

VIRTUAL TRAININGS BROKEN UP INTO CHUNKS

WEEKLY PRACTICE SESSIONS AND MONTHLY MASTERCLASSES.

MANY WAYS FOR STAFF TO GET THE INFORMATION

SIMULATED ACTOR SESSIONS

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** Co-Occuring Collaborative Serving Maine

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>80961</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>30</b>

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** eSym LLC

**DATE:** 7/15/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Shannon Burns, Elizabeth Bowman, Annette Stevens

---

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Section I. Preliminary Information (Eligibility)	<b>x</b>	
<b><u>Scoring Sections</u></b> (Edit sections below to match evaluation criteria within RFP)	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>25</b>
Section III. Proposed Services	<b>40</b>	<b>29</b>
Section IV. Cost Proposal	<b>30</b>	<b>24.50</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>78.50</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** eSym LLC

**DATE:** 7/15/25

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

Requirement Met



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** eSym LLC

**DATE:** 7/15/25

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

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	<b>30</b>	<b>25</b>

---

**Evaluation Team Comments:**

Team consensus that a bidder that met requirements here will earn 25 points with an opportunity to get an extra 5.

- I. Overview of the Organization
  - Vocational Rehabilitation experience
  - Large pool of trainers
  - One staff was listed as the in person trainer, but was not included in Org Chart and no certification provided
  - Projects were listed and were applicable
- II. Subcontractors
  - States none but is trainer an employee or subcontractor?
- III. Organizational Chart
  - Provided, but Trainer is not listed.
- IV. Litigation
  - No litigation listed
- V. Financial Viability last 3 years were provided
- VI. Certifications-missing the one for trainer
- VII. Certificate of Insurances
  - Provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** eSym LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	<b>40</b>	<b>29</b>

---

**Evaluation Team Comments:**

PRE-AND POST ASSESSMENTS IS A PLUS

IS THE LMS SOMETHING THAT WILL BE AVAILABLE TO US AFTER THE END OF THIS CONTRACT IF AWARDED

IS THE IN PERSON TRAINER , WHO IS ONLY MENTIONED IN THE RFP ONLY ADDED AS A REQUIREMENT OR IS IT PART OF THE TRAINING PROGRAM. HOW IS THE IN-PERSON PIECE INTEGRATED. AND HOW DOES THIS PERSON FIT INTO THE ORGANIZATION AS THERE IS NO CERTIFICATION PROVIDED.

THEY DO HAVE CERTIFIED MINT TRAIN THE TRAINERS.

BIDDER FEELS THAT MICA IS A BETTER CODING SYSTEM THAN MITI, THEY DID EXPLAIN THAT THEY FEEL IT IS BETTER FOR VR COUNSELING.

THEY DID MENTION O&M AS A DISCIPLINE

PROPOSED SERVICES WERE VERY DETAILED, AS WAS THE IMPLEMENTATION/WORK PLAN.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER:** eSym LLC

**DATE:** 7/15/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>80961</b>	,	<b>99075</b>	<b>x</b>	<b>30 points</b>	<b>=</b>	<b>24.50</b>

**Evaluation Team Comments:**

The cost proposal was scored using only the mathematical formula defined above. Cost was not factored into any other section of the evaluation or associated scores.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** RC Warner

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Firm led is a psychologist and CRC with VR background
- Profit and loss information provided
- Liability insurance provided

2. Subcontractors

- No subcontractors

3. Organizational Chart provided organization consists of three people

4. Qualifications: One MINT instructor

II. Scope of Services:

Implementation – Work Plan specific initial assessments; offers specific examples for VR, O&M and business relations. Talks about a LMS called LearnWorlds. Is it accessible? Could we use YesLMS instead?

Accounts for staff turnover.

has an understanding of O&M- P

score with MITI

will deliver role specific training

uses both in person and virtual learning

The supervisor training consists of online, in person and asynchronous training.

States Coaches will be sufficient by end of year 1.

Cost Proposal: proposal is under budget and detailed.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** RC Warner Consulting, LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - (P)Included and signed
  2. Responsible Bidder Certification
    - (P)Included and signed
  3. Eligibility Requirements
    - (P)Meets Eligibility Requirement, employs 1 Trainer who is MINT certified (certification included)
- II. Organization Qualifications and Experience
  1. Overview of Organization
    - (P)Bidder provided an outline of the organization's qualifications and 3 projects.
  2. Subcontractors
    - No subcontractors to be utilized.
  3. Organizational chart:
    - (P)Bidder provided an organizational chart.
  4. Litigation
    - Bidder has no litigation
  5. Financial Viability
    - Bidder provided financial documents showing profits and loss and balance sheets for 3 years (2022, 2023 and 2024).
  6. Licensure/Certification
    - (P)Bidder provided proof of MINT membership for 1 certified trainer and included psychology licensure for project lead.
  7. Certificate of insurance
    - (P)Bidder provided proof of liability insurance.
- III. Proposed Services
  1. Proposed services:
    - Bidder outlines potential services-Assessment, MI development modules. Too specific but also not specific enough? Not always able to follow what exactly is to be provided. Provided the objectives and outcomes of services along with method of delivering service.
  2. Implementation/workplan:

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** RC Warner Consulting, LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- Provided a table with a detailed work plan for services 8/1/2025-7/31/2027.

IV. Cost Proposal

- The bidder provided a cost proposal on Appendix form D, and proposed a total dollar amount of \$89,999. They provided a budget from 8/1/2025-7/31/2027 with year 1 at \$44,999.50 and year 2 at \$44,999.50.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** RC WARNER CONSULTING

**DATE:** 7/14/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Workforce development
- CRC former VRC.
- O&M
- Tied project to the RFP

**2. Subcontractors**

- No, but will use “professionals with a presence in Maine”

**3. Organization Chart-included for this project**

**4. Litigation NONE**

**5. Financial Viability- included**

**6. Certifications-included for 1 provider/trainer**

**7. Insurance included**

**II. Proposed Services**

- Assessment-three tiered approach
- Surveys used and will be tailored to job classification
- Showed direct questions that will be used.
- Common scenarios listed for job classifications
- Virtual and in person
- Detailed supervisor plan
- Fieldwork coaching between sessions

**Work Plan-Implementation**

- Timeline detailed and comprehensive
- Sustainability Roadmap

**COST PROPOSAL**

- \$89,999 indirect costs 16.2% (certain communication and scheduling are listed as provided in-kind and will not be charged)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** Maia Consulting Group

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Over 30 training programs
- Financial viability- didn't provide as she is a sole proprietor?
- Liability insurance provided

2. Subcontractors: Yes

3. Organizational Chart; provided The individual and then the three subcontractors

4. Qualifications: a member of MINT; other trainings listed are all MI training, but not VR

II. Scope of Services:

Implementation – Work Plan- The numbers they mentioned seem lower than what is in the RFP. I didn't notice a plan within the first two years to address attrition of staff. It is mentioned in the development of the coaches.

Staff is fairly local and understands local needs in Maine.

Cost Proposal: detailed and within the parameters.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** Maia Consulting Group

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - Included and signed
  2. Responsible Bidder Certification
    - Included and signed
  3. Eligibility Requirements
    - MINT documentation for 3 trainers included. MINT trainer certificate included for 1 trainer.
- II. Organization Qualifications and Experience
  1. Overview of Organization
    - Bidder provided overview of organization and introduction of owner.
  2. Subcontractors
    - Subcontracting with MI Evaluation and Success Metrics Consultant, MI coding specialist consultant and consultant
  3. Organizational chart:
    - Provided
  4. Litigation
    - No current litigation
  5. Financial Viability
    - No Formal financial statements kept. However, does maintain a separate business bank account to manage income and expenses.
  6. Licensure/Certification
    - Provided
  7. Certificate of insurance
    - Provided
- III. Proposed Services
  1. Services to be provided
    -
  2. Project Timeline
    - 2 years with a variety of trainings in both years year 1: Foundation MI training, supervisor and manager training, MI coach development. Year

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** Maia Consulting Group

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

2: Advanced MI training, MI coach development, specialized applications.

- Delivery of services will be provided in combined in person regional training with virtual learning components Region in person training-2 day intensive workshops and Virtual live training.

**IV. Cost Proposal**

- Proposal comes in at 99,990, Year 1: 57,845 and Year 2: \$42,145

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:**Maia

**DATE:** 7/11/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization.

- Certificate for specific staff
- Improve client outcomes in VR
- Mention of personal vignette
- Projects included

2. Subcontractors

- Yes, for consultants, one is MINT certified,

- Timeline and deliverables
- Nice grid, easy to follow implementation
- Small, but specialized contractors with duties for this project
- Mentions final report

COST PROPOSAL

- \$99,990 very detailed budget showing INKIND costs

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** Recoveryworks AI, LLC

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Consists of psychologist as owner and another psychologist as an independent contractor
- Liability submitted
- Only engaged in one contract as LLC
- Financials were provided as individuals

2. Subcontractors

- On person listed as individual subcontractor on org chart

3. Organizational Chart- submitted- owner and subcontractor

4. Qualifications: Two MINT Trainers, experience working with VOC Rehab-P

II. Scope of Services: develop steering committee to meet monthly and then quarterly

Measurements tools will be selected by steering committee

While the RFP issued stated that training would need to be done as a mix of in person and virtual trainings- particularly initial training, this organization said that all initial training would be virtual and that if in person training was strongly preferred they are open to modifying the current proposal. -

Implementation – Work Plan- Will develop a steering committee +

Code with MITI

Selection and training on coaches early in the process to help them to co train with trainers and develop skills.

Develop BRS MI work book

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** Recoveryworks AI, LLC

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

Cost Proposal: within budget

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** R202505071

**RFP TITLE:** Motivational Interviewing training

**BIDDER NAME:** RecoveryWorksAI, LLC

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

I. Preliminary Information

1. Proposal Cover Page

- (P)Form is Complete and signed.

2. Responsible Bidder Certification

- (P)Form is Complete and signed

3. Eligibility Requirements

- (P) One trainer has met eligibility qualifications to be a member of the MINT (required certification) and the other is MINT trained which is required in the RFP and has reapplied for active status in the Motivational Interviewing Network of Trainer after a lapse with a start date end of July 2025.

II. Organization Qualifications and Experience

1. Overview of Organization

- (P)Both Doctors are licensed clinical psychologist.
- (P)Both trainers received their doctoral training under direct supervision of MI co-developer.
- One trainer is very involved in MI training and implementation and is very involved with MINT in several capacities.
- Provided 3 projects, 1 done together and 2 done separately (new company).

2. Subcontractors

- One trainer is the registered owner of RecoveryWorksAI, LLC. And the other trainer is a subcontractor.
- .

3. Organizational Chart

- Bidder provided organizational chart for company.

4. Litigation

- (P)No litigation

5. Financial Viability

- Company is newly formed and together have only collaborated under one contract (Wisconsin Army National Guard). Other two projects described above were done individually.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** R202505071

**RFP TITLE:** Motivational Interviewing training

**BIDDER NAME:** RecoveryWorksAI, LLC

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- Balance Sheets/Income
  - Balance sheets and income were provided.

6. Licensure/Certification

- LLC documentation was provided.
  - MINT certification provided for both trainers
3. Bidders provided licensure documents for both Dr's provided, but for one, the license expired 6/30/2025. According to the licensure document, status was checked on 4/30/2025. The other trainer's license expires 6/30/2026.
4. Certificate of insurance
- Provided Expires 12/14/2025

III. Proposed Services

1. General Approach

- Bidder outlines their general approach to the project. (P) Evidence based, believes in getting stakeholders involved through community engagement and collaboration with the bureau, data driven.

2. Project Timeline

- Gave a timeline for project of 1 year with optional no cost extension into a 2<sup>nd</sup> year if there are any delays to kickoff or delivery of timeline.
- (P) Will create a Steering Committee (SC) group of leadership, stakeholders and consultants to meet (3 times in Q1, once per quarter in year 1, as needed in year 2) that will drive training content, implementation and identify any barriers.
- Initial 3 trainings will be offered virtually
- (P) Will provide a 3 day foundational intensive coach training to be provided in month 3).
- (N) it is not clear to me which trainings will be in person and which will be virtual (except for the initial 3 trainings where it was explicitly stated).

IV. Cost Proposal

- Total Cost of project is \$99,300 for the one year project which includes salaries/benefits and staff travel. Staff salaries are

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** R202505071

**RFP TITLE:** Motivational Interviewing training

**BIDDER NAME:** RecoveryWorksAI, LLC

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

estimated at \$200 per hour for the project activities listed on the table. It also gives information about staff travel and mentions that the SC meetings will be in person, which was not stated in the scope of work.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** RWA

**DATE:** 7/10/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- New organization 2024-N
- Years of experience-P
- Doctoral under Co-developer of MI P
- Dr extensive MI background in VR P
- # examples of Projects were applicable to VR P

**2. Subcontractors**

- Yes, has a subcontractor
- 
- 

**3. Organizational Chart included, albeit small**

**4. No Litigation**

**5. Financial Viability only one year for individual, not the company N**

**6. Subcontractor is waiting for relicensure N**

**7. Insurance-included**

**II. Proposed Services**

**1. Services to be Provided**

- Tailored exercises for roles
- Two day initial training with breakouts for managers
- Personalized coaching (online)
- Internal coaching overview included

**2. Implementation – Work Plan**

- Detailed outline of trainings
- Monthly topics
- Workbook compilation

**COST PROPOSAL IS FOR ONE YEAR**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** SNVA LLC

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- SNVA provides training in several IT programs it says it has leadership programs.
- Insurance: provided.

2. Subcontractors

- It states no subcontractors, but the MINT trainers seem to be associated with other organizations?

3. Organizational Chart- provided, but didn't list MI trainers specifically

4. Qualifications: it states that there are 3 MINT trainers on staff. One of the projects listed was for MI. No proof of certification or membership of MINT provided.

II. Scope of Services:

It states that BRS will develop a network of MI coaches, but doesn't say how they will support that.

Implementation – Work Plan

Requires 10 days notice to cancel a class. What about weather?

The proposal did not provide very specific information or ideas on how the trainings would be carried out.

Cost Proposal: The bidder provided a per day budget and didn't outline where the costs came from other than under materials. They also provided a per day budget for in person, but with not break down. It isn't clear if this is in budget or not due to the way the bidder presented the cost proposal.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** SNVA LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - (P)Included and signed
  2. Responsible Bidder Certification
    - (P)Included and signed
  3. Eligibility Requirements
    - (P)Meets Eligibility Requirement, employs 3 MINT certified trainers
- II. Organization Qualifications and Experience
  1. Overview of Organization
    - (P)Bidder provided an outline of the organization's qualifications and 3 projects.
  2. Subcontractors
    - No subcontractors to be utilized.
  3. Organizational chart:
    - (P)Bidder provided an organizational chart.
  4. Litigation
    - Bidder has no litigation
  5. Financial Viability
    - (N) Proposal stated that financial statements for the last 3 years would be included via attached email, but only 2 years were emailed (2020 and 2021).
  6. Licensure/Certification
    - (N) Proof of MINT certifications not included.
  7. Certificate of insurance
    - (P)Bidder provided proof of liability insurance.
- III. Proposed Services
  1. Proposed services:
    - Did not give much detail on services to be provided.
  2. Implementation/workplan:
    - The workplan goes into more detail about delivery methods and options for delivery. Provided a tabled with the services to be provided and the timeline for delivery of services within the 2 year contract period.
- IV. Cost Proposal

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** SNVA LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- (N) Sent 2 files for cost proposal, one for \$3500 per day and one for \$2,550 per day. Request was for a 2-year budget not a daily budget-cannot evaluate.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** SNVA

**DATE:** 7/10/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Lots of language around tailoring training for clients, but not about MI
- Leadership training mentioned several times
- 

**2. Subcontractors**

- Says no subcontractors however HETI is its own organization and not an employee?

**3. Organizational Chart heavy on administration**

**4. No Litigation**

**5. Financial Viability from 2020 and 2021 (no 2022-2024) so only two years included**

**6. Says Certified MINT trainers**

**7. Insurance-included**

**II. Proposed Services**

**1. Services to be Provided**

- Very flashy
- Mentions no subcontractors

**2. Implementation – Work Plan**

- Plan overview saying what will be done, but necessarily how or when.
- Long full days of trainings

Feels very generic and almost like it is written by AI

COST PROPOSAL IS by the day, unable to evaluate

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202505071**

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** CCS Learning Academy

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Provided several MI trainings

2. Subcontractors

- States no subcontractors

3. Organizational Chart: simple chart provided

4. Qualifications: two MINT trainers

States they have previously provided training to the Maine Dept of Labor.

Did we receive financials from this agency? They state it would be sent separately.

Liability provided.

II. Scope of Services: All areas have been addressed.

Implementation – Work Plan: mentions use of AI chatbot, would this be allowable under our policies?

Monthly work group +

Work plan only had one additional basics training to address attrition.

Cost Proposal: submitted and within the budget proposed. 97,856

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** California Creative Solutions, Inc. dba CCS Learning Academy

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - Included and signed
  2. Responsible Bidder Certification
    - Included and signed
  3. Eligibility Requirements
    - Proposed trainers are both MINT members. Certification of membership provided for both.
- II. Organization Qualifications and Experience
  1. Overview of Organization
    - (P) Both proposed trainers are MINT certified and have Many years of experience
    - One of the trainers is the co-developer of Motivational Interviewing Competency Assessment (MICA), a coding and coaching tool for MI skill improvement.
    - Provided a list of projects, one of which was one DOL's DEIA strategic direction and training plan.
  2. Subcontractors
    - Bidder is not subcontracting with any vendors at this time.
  3. Organizational chart:
    - Provided along with leadership bios and resumes of trainers
  4. Litigation
    - None
  5. Financial Viability
    - (N)Because it is confidential, financial documents were sent through email from legal team, but we could not open email. Cannot determine financial viability.
  6. Licensure/Certification
    - Included
  7. Certificate of insurance
    - Included
- III. Proposed Services

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** California Creative Solutions, Inc. dba CCS Learning Academy

**DATE:** 7/9/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- 2 year proposal, year 1 launch with assessing all participating staff, with ongoing twice annual assessments to monitor progress throughout year 1 and 2. Basic MI training year 1, and ongoing for new hires and as refresher training. Advanced MI training and Internal MI coaches trainings also available.
- Baseline Assessment and Basic MI training to be delivered 2 days, 8 hours per day workshops (6.5 hours with built in breaks) delivered in person by geographic region.
- Advanced MI training, to be provided virtually
- Provides support for supervisors and managers with Supervisor MI series provided virtually on a monthly basis.
- Coach development program- cohort of 10 staff will be nominated and selected, 2 staff per region to serve as internal coaches. Will be delivered in a 2 hour virtual session.

2. Project Timeline

- Provided timeline for all trainings in a 2 year period.

IV. Cost Proposal

- Provided budget breakdown, with total proposed cost coming in at \$67,986 year 1 and \$29,870 year 2.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** CCS Learning Academy

**DATE:** 7/11/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Cover sheets images make hard to read, N
- Says “covers MI training” not a MI provider
- Lists 2 trainers names and certifications P
- Ali Hall Motivational Interviewing Competency Assessment P
- No mention of VR specific
- Detailed projects included
- Noted current contract with DOL (DEIA) \*\*accessibility challenges\*\*
- 

**2. Subcontractors**

- None stated but trainers are listed as Independent contractors.

**3. Organizational Chart yes**

**4. No Litigation**

**5. Financial Viability sent but could not open as no password was sent**

**6. Certifications listed P**

**7. Insurance-included**

**II. Proposed Services**

**1. Services to be Provided**

- Very detailed-P
- Mostly virtual
- Resource Data base-P
- Agenda for proposed trainings included

**2. Implementation – Work Plan**

- Plan detailed month task description and responsible person P
- Mentions areas for potential cost savings

**COST PROPOSAL**

- \$97,856

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** Clarvida

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Clarvida is a larger non profit
- While there are several staff providing training it appears only one is MINT. Is that correct?
- Financials provided.
- Liability provided

2. Subcontractors

- None reported

3. Organizational Chart: from the chart it looks like there are two trainers, neither MINT, but the supervisor is.

4. Qualifications: one person is MINT

II. Scope of Services:

Clarvida states that it cannot provide services in the budget provided for the amount of staff we want to train. They focused on the 10 coaches and seemed to question that because the last RFP we had request 5.

Implementation – Work Plan

Cost Proposal: Slightly over budget, but has some breakdown of costs

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** Clarvida

**DATE:** 7/14/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - Included and signed
  2. Responsible Bidder Certification
    - Included and signed
  3. Eligibility Requirements
    - Certificate of membership in MINT and Social worker license included.
- II. Organization Qualifications and Experience
  1. Overview of Organization:
    - Included and provided 3 projects
  2. Subcontractors
    - Bidder is not subcontracting with any vendors at this time.
  3. Organizational chart:
    - Provided
  4. Litigation
    - None
  5. Financial Viability
    - (N)Provided Financial documents from 2021 and 2022, not 3 years as required by the RFP.
  6. Licensure/Certification
    - Included for head trainer, but there are two additional MI trainers under the head trainer for which no certification was provided.
  7. Certificate of insurance
    - Included
- III. Proposed Services
  - .
  2. Project Timeline
    - 2 years
    - Initial 12-hour training, 1 in person training to be provided per year.
    - Included a table with trainings and approx. dates for trainings to occur and mode of delivery.
    -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** Clarvida

**DATE:** 7/14/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

IV. Cost Proposal

- (N) Provided budget breakdown, with total proposed cost coming in at a total of \$100,185 (\$185 over budget). With year 1 at \$57,710 and year 2 at \$42,475

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:**Clarvida

**DATE:** 7/11/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Says has operations in Maine
- Clarvida is an enterprise of 4300 individuals
- Lists 1 trainer and her certification but not other person listed
- No mention of VR specific
- Detailed projects included but not on form Q
- 

**2. Subcontractors**

- None stated

**3. Organizational Chart yes**

**4. No Litigation**

**5. Financial Viability only 2022 and 2021 listed**

**6. Certifications listed P**

**7. Insurance-included**

**II. Proposed Services**

**1. Services to be Provided**

- Says training cannot be provided with the budget outlined. N
- Virtual mostly
- CEUs
- Why different billing for program development?
- 

**2. Implementation – Work Plan**

- Again mentions flat training rate is this additional costs
- Monthly outline of implementation plan

**COST PROPOSAL**

- \$100,185 (over budget)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** CCSME

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Organization Qualifications and Experience
  1. Overview of Organization
    - CCSME manages the contract, HETI provides the training
    - Financials and liability provided for CCSME, not HETI
  2. Subcontractors
    - HETI
  3. Organizational Chart: provided along with job descriptions
  4. Qualifications: 7 MINT trainers, 9 MITI coders
- II. Scope of Services: provided both in person and virtually in a variety of formats.  
Note: mention of management not giving unsolicited direction, feedback, etc.  
May face some pushback. Emphasis on the MI champions for sustainability.

Implementation – Work Plan- detailed time line

Cost Proposal: well under budget- It looks like HETI expenses are in kind, Is that correct?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** Co-Occurring Collaborative Serving Maine

**DATE:** 7/14/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - Included and signed
  2. Responsible Bidder Certification
    - Included and signed
  3. Eligibility Requirements
    - MINT certificates provided for 8 trainers.
- II. Organization Qualifications and Experience
  1. Overview of Organization:
    - Included and provided 3 projects
  2. Subcontractors
    - Partners with HETI (Health Education and Training Institute). Provided bios for HETI employees (P) BRS has worked with HETI before.
  3. Organizational chart:
    - Provided
  4. Litigation
    - None
  5. Financial Viability
    - (P) provided financial documents from 2021, 2022, 2023, and 2024. Documents were very detailed.
  6. Licensure/Certification
    - Included MINT trainer certificate one trainer and proof of MINT membership for other employees.
  7. Certificate of insurance
    - Included
- III. Proposed Services
  1. Services to be implemented
    - Year 1: Foundational and advanced MI trainings in Person, Year 2: training internal MI coaches. Year 2 will also include additional in - person and virtual foundational and advancing MI trainings
  2. Project Timeline
    - 2 years

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** Co-Occurring Collaborative Serving Maine

**DATE:** 7/14/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- A workplan was presented with dates, services to be provided, persona responsible for activity and mode of delivery.

IV. Cost Proposal

- Total amount of proposal: \$80,960.84. year 1: \$33,102.68 and year 2: \$47,858.16



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** CCSME

**DATE:** 7/12/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**I. Organization Qualifications and Experience**

**1. Overview of Organization**

- Letter of active involvement of Trainers,
- Certificates are attached
- Maine Non-Profit
- Maine Behavioral Health Workforce Development Collaborative
- Partnering with HETI, Maine based
- Projects included, and detailed.

**2. Subcontractors**

- Yes, HETI with detailed bio and qualifications included

**3. Organization Chart-included and detailed for both agency and project and job descriptions**

**4. Litigation NONE**

**5. Financial Viability- included but also independent review of financial position**

**6. Certifications-included**

**7. Insurance included**

**II. Proposed Services**

- Timeline
- Deeping the Practice of Motivational Interviewing 4x a year
- Additional in person for new hires and virtual foundational training

**Work Plan-Implementation**

- Weekly practice sessions and monthly masterclasses
- Detailed work plan with trainers listed
- Option for virtual broken into smaller chunks
- MI In Supervision Training
- Good mix of in person and virtual
- Simulated client actor sessions
- Separate listed roles and responsibilities for subcontractors

**COST PROPOSAL**

- \$80,960.84 Inkind significant

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202505071**

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** ESYM, LLC

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

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**Individual Evaluator Comments:**

**Directions:** Follow the sections of your RFP to develop an outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. Organization Qualifications and Experience
  1. Overview of Organization
    - there is a project manager, lead scheduler and then the trainers,
    - Financials provided
    - Liability provided
  2. Subcontractors
    - No subcontractors
  3. Organizational Chart; provided
  4. Qualifications: 13 MINT trainers 2 lead trainers; in scope of services mentions an individual that isn't in org chart and certification not provided.
- II. Scope of Services:

In the overview it mentions Testudo. Is that the LMS mentioned until Qualifications and experience?-Q

It also mentions an individual working until phase 1, but she isn't listed in the organizational chart. Is she an employee or a subcontractor?- Q

They are providing 6 hour in person trainings around the state. There is more online training. How do these relate to each other? Are they integrated and blended or is it here is some in person training to meet the requirement and now here's our online training. Q

Would have someone certified in TNT developing coaches- P

Uses MICA and not MITI.

Uses LMS (possibly Testudo) to do pre assessment

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: 202505071**

**RFP TITLE:** Motivational Interviewing

**BIDDER NAME:** ESYM, LLC

**DATE:** 7/8/25

**EVALUATOR NAME:** Shannon Burns

**EVALUATOR DEPARTMENT:** Labor

Implementation – Work Plan-hey are providing in person training, the focus is mostly on online training.

Cost Proposal: provided within budget.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** eSym LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. Preliminary Information
  1. Proposal Cover Page
    - (P)Included and signed
  2. Responsible Bidder Certification
    - (P)Included and signed
  3. Eligibility Requirements
    - (P)Meets Eligibility Requirement, employs 13 trainers who are all members of MINT.
- II. Organization Qualifications and Experience
  1. Overview of Organization
    - (P)Bidder provided an outline of the organization's qualifications and 3 projects.
  2. Subcontractors
    - No subcontractors to be utilized.
  3. Organizational chart:
    - (P)Bidder provided an organizational chart.
  4. Litigation
    - Bidder has no litigation
  5. Financial Viability
    - Bidder provided financial documents showing profits and loss and balance sheets for 3 years (2022, 2023 and 2024).
  6. Licensure/Certification
    - (P)Bidder provided proof of MINT membership for all trainers.
  7. Certificate of insurance
    - (P)Bidder provided proof of liability insurance.
- III. Proposed Services
  1. Overview of services:
    - Bidder Provided a general overview of phases involved in the training process, along with the names of the trainers who will facilitate the phases, proposed dates for each phase and the mode of providing these trainings (Virtual VS. In person).
  2. Proposed services:

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** MOTIVATIONAL INTERVIEWING TRAINING

**BIDDER NAME:** eSym LLC

**DATE:** 7/11/2025

**EVALUATOR NAME:** Elizabeth Bowman

**EVALUATOR DEPARTMENT:** Department of Labor

- (P) Bidder presented a list of what they will offer along with the methods/resources used to provide each service, how each task will be accomplished, expectations and desired outcome for each service.
3. Implementation/workplan:
- Bidder presented a table with proposed dates for each training and included a different timeline for each training per region.

**IV. Cost Proposal**

- (P) Bidder provided a total cost proposal on document from appendix D. Total cost proposal is \$99,075 With year 1 at \$47,222 and year 2 at \$25,992. Bidder also provided a sample budget that runs from 8/1/2025-7/31/2027.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202505071

**RFP TITLE:** Motivational Interviewing Training

**BIDDER NAME:** ESym LLC

**DATE:** 7/11/25

**EVALUATOR NAME:** Annette Stevens

**EVALUATOR DEPARTMENT:** Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Vocational Rehabilitation experience P
- Lists trainers names and certifications P

2. Subcontractors

- none

3. Organizational Chart yes

4. No Litigation

5. Financial Viability 3 years included

6. Certifications listed P

7. Insurance-included

II. Proposed Services

1. Services to be Provided

- Very detailed-P
- Pre and post assessments-P
- Mentions O&M-P
- 

2. Implementation – Work Plan

- Plan detailed P
- LMS Q is this exclusive to Maine?

COST PROPOSAL

- \$99, 075



STATE OF MAINE  
DEPARTMENT OF Labor

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202505071**  
**RFP TITLE: Motivational Interviewing Training**

I, Shannon Burns, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor 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.**

  
\_\_\_\_\_  
Signature

7/8/25  
\_\_\_\_\_  
Date



STATE OF MAINE  
DEPARTMENT OF Labor

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202505071**  
**RFP TITLE: Motivational Interviewing Training**

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

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**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

*Elizabeth Bowman*

Signature

7/9/2025

Date





STATE OF MAINE  
DEPARTMENT OF Labor

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202505071**  
**RFP TITLE: Motivational Interviewing Training**

I, Annette Stevens accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor 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.**

ANNETTE STEVENS

\_\_\_\_\_  
Signature

7/09/25  
Date