

## State of Maine RFP / Proposal Master Score Sheet

**Instructions:** Please complete the Master Score Sheet below, providing all of the requested information for the RFP, and for each bidder that submitted a proposal in response to the RFP. Please submit this document to the Division of Purchases as part of your contract award selection documents.

<b>SCORESHEET FOR RFP# 201709161: STOP Violence Against Women Formula Grant – Victim Services</b>					
<b>PROPOSAL SUBMITTED BY:</b>		<b>Sexual Response Services of Southern Maine - SART Advocate</b>	<b>Sexual Response Services of Southern Maine - Hotline</b>	<b>Sexual Support Services of Midcoast Maine</b>	<b>Maine Coalition to End Domestic Violence</b>
<b>COST:</b>		Cost: \$48,261	Cost: \$23,074	Cost: \$43,099	Cost: \$4,000
<b>IDENTIFIED AS A MAINE BUSINESS:</b>		Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>				
Section I: Organizational Qualifications & Experience	25	25	25	25	25
Section II: Specifications of Work to be Performed	40	28	38	40	34
Section III: Cost Proposal	35	35	30	35	32
<b>TOTAL</b>	<u>100</u>	<u>88</u>	<u>93</u>	<u>100</u>	<u>91</u>
<b>PROPOSAL SUBMITTED BY:</b>		<b>Pine Tree Legal Assistance</b>	<b>MECASA</b>	<b>Prosecutorial District I</b>	<b>United Somali Women FGM</b>
<b>COST:</b>		Cost: \$89,352	Cost: \$7,624	Cost: \$93,948	Cost: \$95,942
<b>IDENTIFIED AS A MAINE BUSINESS:</b>		Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>	Yes X No <input type="checkbox"/>
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>				
Section I: Organizational Qualifications & Experience	25	25	25	25	20
Section II: Specifications of Work to be Performed	40	30	40	30	18
Section III: Cost Proposal	35	30	35	30	15
<b>TOTAL</b>	<u>100</u>	<u>85</u>	<u>100</u>	<u>85</u>	<u>53</u>

**State of Maine**  
**RFP / Proposal Master Score Sheet**

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SCORESHEET FOR RFP# 201709161: STOP Violence Against Women Formula Grant – Victim Services											
<b>PROPOSAL SUBMITTED BY:</b>			United Somali Women DV & SA Initiative								
<b>COST:</b>			Cost:	\$104,735	Cost:			Cost:			
<b>IDENTIFIED AS A MAINE BUSINESS:</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>										
Section I: Organizational Qualifications & Experience	25	22									
Section II: Specifications of Work to be Performed	40	22									
Section III: Cost Proposal	35	15									
<b>TOTAL</b>	<u>100</u>	59									
<b>PROPOSAL SUBMITTED BY:</b>											
<b>COST:</b>			Cost:			Cost:			Cost:		
<b>IDENTIFIED AS A MAINE BUSINESS:</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>										
Section I: Organizational Qualifications & Experience	25										
Section II: Specifications of Work to be Performed	40										
Section III: Cost Proposal	35										
<b>TOTAL</b>	<u>100</u>										

# MAINE JUSTICE ASSISTANCE COUNCIL

## Department of Public Safety

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Title: Project Proposal Review Process  
Policy Number: 5  
Date: September 22, 1992  
Revised: April 8, 2013

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### **Purpose**

The Maine Department of Public Safety solicits grant applications through a Request for Proposal (RFP) process. The RFP announcement describes the criteria for funding. Each application is reviewed by a subcommittee of the Justice Assistance Council (JAC) and rated based on scoring guidelines. The subcommittee then makes its recommendations to the full Council.

### **I. Policy**

- A. All project proposals that have been responsive to an RFP will receive review and consideration by the Maine Justice Assistance Council (JAC).
- B. Proposals submitted in response to a Request For Proposal (RFP) must comply with criteria established by the RFP. Agencies submitting proposals not in compliance with RFP criteria or otherwise ineligible for funding consideration will be notified and provided with the reason(s) for the JAC determination.

### **II. Policy Review Process**

- A. JAC will annually adopt a meeting schedule to accommodate the review of grant proposals. JAC will normally require solicited proposals to be submitted within 30 days of a scheduled meeting in order to permit adequate staff review and notification of the Council.
- B. Review teams for each category of funding will be established by the Chair of the JAC. Review teams will include JAC members and other qualified people. No person shall serve on a review team for a category in which their organization has submitted a proposal.
  1. The review committees will evaluate solicited proposals to determine whether they are responsive to the solicitation. All proposals will be examined to determine whether: they contribute to the applicable State Strategy or Plan, they comply with U.S. Dept. of Justice's requirements, and there is adequate funding for all or part of the proposals. In its decision, the Council will consider the comments and evaluation of the Grant Program Administrator and of any other staff, and of any publicly received comments.

- C. Grant proposals will be allocated to the proper category to allow for appropriate comparison of related proposals.
- D. The STOP Review Committees can refer proposals to the Discretionary Committee, which is comprised of the chairs of the other STOP Grant Committees.
- E. The Council reserves the right to request parties who have submitted proposals to address the Council, or a committee of the Council, for the purpose of further explaining the proposals or to respond to Council questions.
- F. Review committees will create recommendations for the allocation of the grant money in their category and forward that recommendation to the JAC.
- G. The JAC will take final action on the allocation of grant money.
- H. If less than \$50,000 remains unallocated in any category, that money will be carried forward to the next grant year, where it will remain in that category.
- I. If more than \$50,000 remains unallocated in any category, another RFP will be issued for that remaining money.
- J. The JAC may, in its discretion, solicit a proposal for funding from a specific organization for a specific program or project only if there is no other organization that could provide that program or project.
- K. The JAC will not consider any unsolicited funding proposals. Unsolicited proposals will be returned to the organization with the recommendation that the organization resubmit the proposal during the next grant cycle.

### **III. Grant Adjustments**

- A. Organizations that receive grant funding through the JAC are expected to provide the service/program/project outlined in their grant proposal. Minor adjustments to budget or scope of the program should be discussed with the Grants Administrator of DPS. Budget changes in excess of 10% in any category require a contract revision which should be submitted to the Grants Administrator and approved by the Commissioner of Public Safety.
- B. Organizations cannot essentially change the scope or nature of their program. However, if an organization finds that it is unable to do the project/program for which they received a grant, in whole or in part, they must submit a grant adjustment proposal outlining the modified scope of the project for consideration by the JAC at its next meeting.

# DRAFT

# Justice Assistance Council Meeting – Minutes

January 08, 2018 9:00 AM  
Fallen Heroes Conference Room  
Department of Public Safety  
45 Commerce Drive  
Augusta Maine 04333

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**Meeting called by:** Marty McIntyre

**Type of meeting:** Council Meeting

**Facilitator:** Tracy Poulin

**Attendees:** Marty McIntyre (chair), John Rogers, Ted Glessner, Lisa Marchese, Heather Putnam, Commissioner John Morris, Major Chris Grotton, Francine Stark, Elizabeth Ward Saxl, Sheriff Jeff Trafton, Chief Jack Peck, Colin O’Neil, Stephanie Anderson, Ryan Thornell, Major Chris Grotton

**Guests:** Janet Joyeux, Robert Chicoria

**Attendees by Telcon:** Chief Robert Moulton

**Absent:** Ted Glessner

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## *Minutes*

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**Agenda item:** Roll Call

**Presenter:** Marty McIntyre

**Agenda item:** Minutes of last meeting

**Presenter:** Marty McIntyre

Marty asked if there was any discussion on the last meeting minutes.

There was no discussion

Meeting Minutes of September 11, 2017 were accepted

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**Agenda item:** **VAWA STOP Grant Applications in response to  
Second RFP 201709161**

**Presenters** Tracy Poulin and  
Robert Chicoria

**Discussion:**

**Financials:** Tracy Poulin

- This second STOP RFP totaled \$338,204.51
- Required to set-aside 20% of the entire award amount for proposals that meaningfully address Sexual Assault. At the funding level awarded that equals \$216,925.00.
- Required to set-aside 10% of the Victim Services amount is to be distributed to culturally specific community based organizations (\$29,006.00)
- Culturally specific set-aside has been met in Committee’s recommendations

**Applications:** Robert Chicoria

# DRAFT

The committee reviewed each application very carefully.

- **Maine Coalition to End Domestic Violence**
  - Consultants to develop the Maine Domestic Abuse Homicide Review Panel Biennial Report
  - Requested \$4,000.00
  - Category of funding not selected
  - No Federal of Maine purpose areas selected
  - No 501c3 documentation (tax-exempt nonprofit organization)
  - Recommend requested funding less the \$300.00 for cover page art design, net \$3,700.00
- **Maine Coalition Against Sexual Assault (MECASA)**
  - Collaborative Partnership to Serve Transgender Survivors of Sexual Assault
  - Requested \$7624.00
  - Innovative partnership with Maine Transnet
  - Will serve transgender community – and underserved population
  - Addresses an area of the 2017-2020 STOP Implementation Plan not currently served
  - Recommend full funding at \$7624.00
- **Pine Tree Legal Assistance**
  - Civil Legal Aid Project – Maintain and enhance civil legal aid to survivors of domestic and sexual violence with a full-time paralegal
  - Requested \$89,352.00
  - Currently funded by United Way but continued funding is in question
  - Real need for the position
  - Recommend full funding at \$89,352.00
- **Prosecutorial District I (York County)**
  - Sexual Assault Crimes Prosecutor – Will work daily in the courtroom litigating sexual assault crime cases, will consult and collaborate with SARSSM and all York county police department and the state police
  - Requested \$93,948.00 with \$36,570.00 match
  - Overall sustainability plan good but conflicts with work plan
  - Focus appears to be on training but no work hours provided for outlined tasks
  - No baselines provided to establish need
  - Support letters indicate the District is losing a Domestic Violence Prosecutor
  - Committee recommends full funding at \$93,948.00
- **Sexual Assault Support Services of Midcoast Maine (SASSMM)**
  - Knox/Waldo Counties Sexual Assault Response Team Advocate (SART) - Build, coordinate and enhance relationships with individuals and organizations across various systems that respond to sexual violence
  - Requested \$43,099.00
  - Strong letters of support
  - Good executive summary
  - Local area businesses and camps consulted
  - Recommend full funding at \$43,099.00
- **Sexual Assault Response Services of Southern Maine (SARSSM)**
  - Sexual Assault Crisis and Support Hotline Enhanced Services – Maintain and enhance the existing Hotline services with live support increasing from 2 0.75 FTEs advocates to 2 full-time advocates and developing texting/chat services to support survivors of sexual assault.
  - Requested \$23,074.00
  - Recommend full funding at \$23,074.00

# DRAFT

- **Sexual Assault Response Services of Southern Maine (SARSSM)**
  - Sexual Assault Response Team Advocate (SART) – To provide high quality advocacy and support for victims of sexual assault in York and Cumberland counties and expand services specializing in anti-trafficking for at-risk teens
  - Requested \$48,261.00 for five (5) calendar quarters to “align with grant sequence”
  - My Life, My Choice is a good prevention model
  - Recommended funding for one (1) calendar quarter with opportunity to reapply in next fiscal year to align with actual grant sequence \$9,654
- **United Somali Women**
  - New Mainer Domestic Violence and Sexual Initiative Continuation – funding for two 0.75 FTE multilingual Domestic Violence Victim Advocates and one .25 FTE Coordinator
  - Requested \$104,735.00
  - Advocates would be in general Portland and Lewiston areas
  - Committee spent a lot of effort in reviewing this application
  - Insufficient backup for expenses
  - Recommended for partial funding at \$33,963.00 with stipulations about bookkeeper access and a monthly meeting with a DPS representative
- **United Somali Women**
  - Female Genital Mutilation, Services and Education – Funding for one .75 FTE Female Genital Mutilation (FGM) Victim Advocate
  - Requested \$35,913.00
  - Committee spent a lot of effort in reviewing this application
  - Program description is very unclear
  - Program need not documented
  - Committee did not recommend funding for this effort at this time

## Discussion

Marty asked if there were any questions

There was some discussion if the JAC would want to accept the committee’s recommendations or vote on each proposal separately.

Stephanie Anderson made a motion to vote on each proposal separately, Seconded by Chief Jack Peck, The JAC voted unanimously to vote on each proposal separately.

## Voting:

Francine Stark, Elizabeth Ward-Saxl and Lisa Marchese abstained from all votes

- **Maine Coalition to End Domestic Violence**
  - Consultants to develop the Maine Domestic Abuse Homicide Review Panel Biennial Report  
Stephanie Anderson made a motion to accept the Committee’s recommendation to fund the proposal at \$3,700.00. Motion was seconded by Chief Jack Peck. The Motion carried unanimously.
- **Maine Coalition Against Sexual Assault (MECASA)**
  - Collaborative Partnership to Serve Transgender Survivors of Sexual Assault  
Stephanie Anderson made a motion to accept the Committee’s recommendation to fund the proposal at \$7,624.00. Motion was seconded by Chief Jack Peck. The Motion carried unanimously.
- **Pine Tree Legal Services**

# DRAFT

- Civil Legal Aid Project

Stephanie Anderson made a motion to accept the Committee's recommendation to fund the proposal at \$89,352.00. Motion was seconded by Chief Jack Peck. The Motion carried unanimously.

- **Prosecutorial District I**

- Sexual Assault Crimes Prosecutor

Stephanie Anderson made a motion to deny the Committee's recommendation to fund the proposal. Motion was seconded by Chief Jack Peck. There was some discussion that ensued. It was mentioned that this position does not appear to be full-time legal work. There was also discussion that there was no data to document the need for a Sexual Assault Prosecutor position. The motion was brought to a vote. The Motion to deny the Committee's recommendation carried unanimously.

- **Sexual Assault Support Services of Midcoast Maine (SASSMM)**

- Knox/Waldo Counties Sexual Assault Response Team Advocate (SART)
- Requested \$43,099.00
- Strong letters of support
- Good examples and executive summary
- Local businesses and summer camps consulted, lots of discussion with partner agencies

Stephanie Anderson made a motion to accept the Committee's recommendation to fund the proposal at \$43,099.00. Motion was seconded by John Rogers. The Motion carried unanimously.

- **Sexual Assault Response Services of Southern Maine (SARSSM)**

- Sexual Assault Crisis and Support Hotline Enhanced Services
- Requested \$23,074.00
- Adding more hours of live support
- Piloting texting services

John Rogers made a motion to accept the Committee's recommendation to fund the proposal at \$23,074.00. Motion was seconded by Nick Snyder. The Motion carried unanimously.

- **Sexual Assault Response Services of Southern Maine (SARSSM)**

- Sexual Assault Response Team Advocate (SART)
- Requested \$48,261.00 for five (5) calendar quarters to "align with grant sequence"
- Cumberland and York Counties
- Committee recommends \$9,654 for one quarter

John Rogers made a motion to accept the Committee's recommendation to fund the proposal at \$9,654 for one quarter. Motion was seconded by Chief Jack Peck. The Motion carried unanimously.

- **United Somali Women**

- New Mainer Domestic Violence and Sexual Initiative Continuation
- Requested \$104,735.00
- No baseline numbers
- Insufficient backup for expenses
- Committee recommends \$33,963 with stipulations

Colin O'Neil made a motion to accept the Committee's recommendation to fund the proposal at \$33,963 with stipulations. Motion was seconded by Heather Putnam. The Motion carried unanimously.



# DRAFT

## Old Business

**Presenter:** Marty McIntyre

- **Maine Judicial Branch – Enhancing Domestic Violence Dockets**
  - Open item from September 11, 2017 meeting
  - Requested an revised \$61,095.00 and we removed \$8,422 for the ACTV program
  - ACTV participation of great concern. Not an evidence based practice. Victim Safety concerns. JAC decided not to fund this portion of the application.
  - General discussion ensued:
    - ACTV portion of proposal only pays for study, no additional protection for victims
    - Concern expressed that the ACTV program may be approaching the Domestic Violence issue from the wrong angle
    - Additional concern that the ACTV program would not involve victim service providers
    - ACTV program receiving a lot of criticism from Victim Services Organizations
  - Marty stated that an additional vote was not required if the JAC did not want to fund the ACTV program.

## New Business

**Presenter:** Marty McIntyre

- **Marty introduced a discussion on the OTHER Budget Worksheet**
  - Marty recommended that the JAC develop guidelines for expenses that are entered into the OTHER Budget Worksheet. There has been an increase in the variety of items such as rent, electricity, general office supplies etc.
  - Discussion was tabled until the April meeting
- **Remaining funds**
  - There was some discussion on what happens with the remaining funds that were not awarded. If the remaining funds exceeded \$50,000.00 another RFP would be solicited
  - Remaining funds are:
    - Court – \$34,631.00
    - Prosecution - \$127,737.56
    - Law enforcement – \$71,147.28
    - Remaining funds subject to change because of changes in prior year residual funds
  - Emphasis needs to be on meaningfully addressing Sexual Assault to ensure Federal mandatory set-aside is met

Stephanie Anderson made a motion to solicit a third RFP for the remaining funds with an emphasis on meaningfully addressing Sexual Assault. Motion was seconded by Elizabeth Ward-Saxl. The Motion carried unanimously.

- **Funds still not released by Federal Government**
  - FY 2017 STOP funding has not been released pending approval of the Maine STOP Implementation Plan
    - Should happen shortly
  - FT 2017 Byrne-JAG funding has not been released
    - Affects all states
    - Unknown when funds will be released
- **Future Meeting Schedule**
  - All meetings will begin at 9:00AM

# DRAFT

- All meetings will be held at the Fallen Heroes Conference Room, Department of Public Safety, 45 Commerce Drive, Augusta, Maine 04333
- April 9, 2018
- September 10, 2018
- December 10, 2018

Meeting adjourned at 11:30AM

**MAINE JUSTICE ASSISTANCE COUNCIL**  
**Department of Public Safety**

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Title:	Grant Administration Policy
Policy Number:	1
Date:	September 17, 1985
Revised:	April 5, 1993
Last Revised:	December 16, 1999

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I. Grant Processing

The Maine Justice Assistance Council (MJAC) shall process subgrant applications and revisions in accordance with established policy and procedures.

II. Grant Application Review and Action Procedures

- A. The MJAC shall review all grant applications and rate them in accordance with established criteria.
- B. The MJAC may reject and exclude from further consideration any application which does not meet applicable criteria.

III. Applications Not Approved

- A. Applicants whose applications were not approved for funding will receive a Notice of Denial within five days of MJAC action. The notice will include the reason(s) for denial and the appeal process.
- B. A written appeal must be filed with the Director of Purchases within 15 days of the Notice of Denial in accordance with the Rules for Appeal of Contracts and Grant Awards as established by the Bureau of Purchases of the Department of Administration and Financial Services.

IV. Limit on Funding Years

All grants, unless otherwise specified at time of award, are for one (1) year only.



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Maine Coalition to End Domestic Violence  
One Weston Court, Box #2  
Augusta, ME 04333

**SUBJECT:** Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant

Dear Ms. Stark:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

- Maine Coalition to End Domestic Violence (MCEDV)
- Maine Coalition Against Sexual Assault (MECASA)
- Pine Tree Legal Assistance, Inc.
- Sexual Assault Support Services of Midcoast Maine (SASSMM)
- Sexual Assault Response Services of Southern Maine (SARSSM) – Sexual Assault Crisis and Support Hotline Enhanced Services
- Sexual Assault Response Services of Southern Maine (SARSSM) – Sexual Assault Response Team Advocate
- United Somali Women of Maine – New Mainer DV and SA Initiative Continuation

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders 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.

Upon receipt of a finalized award from the Federal government the Maine Department of Public Safety (DPS) will enter into the contracting phase of the awarding process. It is anticipated that DPS will produce contracts by January 29, 2018.

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,



Tracy J. Poulin  
Senior Planner  
Maine Department of Public Safety  
104 State House Station  
45 Commerce Drive, Suite One  
Augusta, ME 04333-0104  
[tracy.j.poulin@maine.gov](mailto:tracy.j.poulin@maine.gov)

### **STATEMENT OF APPEAL RIGHTS**

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



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Maine Coalition Against Sexual Assault  
45 Memorial Circle, Suite 302  
Augusta, ME 04333

**SUBJECT:** Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant

Dear Ms. Ward Saxl:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Pine Tree Legal Assistance, Inc.  
P.O. Box 547  
Portland, ME 04112

**SUBJECT: Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant**

Dear Ms. Heald:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Prosecutorial District I  
York County District Attorney's Office  
45 Kennebunk Road  
Alfred, ME 04002

**SUBJECT:** Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant

Dear Attorney Slattery:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

- Maine Coalition to End Domestic Violence (MCEDV)
- Maine Coalition Against Sexual Assault (MECASA)
- Pine Tree Legal Assistance, Inc.
- Sexual Assault Support Services of Midcoast Maine (SASSMM)
- Sexual Assault Response Services of Southern Maine (SARSSM) – Sexual Assault Crisis and Support Hotline Enhanced Services
- Sexual Assault Response Services of Southern Maine (SARSSM) – Sexual Assault Response Team Advocate
- United Somali Women of Maine – New Mainer DV and SA Initiative Continuation

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders 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.

Upon receipt of a finalized award from the Federal government the Maine Department of Public Safety (DPS) will enter into the contracting phase of the awarding process. It is anticipated that DPS will produce contracts by January 29, 2018.

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,



Tracy J. Poulin  
Senior Planner  
Maine Department of Public Safety  
104 State House Station  
45 Commerce Drive, Suite One  
Augusta, ME 04333-0104  
[tracy.j.poulin@maine.gov](mailto:tracy.j.poulin@maine.gov)

### **STATEMENT OF APPEAL RIGHTS**

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



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Sexual Assault Support Services of Midcoast Maine.  
P.O. Box 990  
Brunswick, ME 04011

**SUBJECT:** Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant

Dear Ms. Clements:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

Sexual Assault Support Services of Southern Maine.  
P.O. Box 1371  
Portland, ME 04101

**SUBJECT:** Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant

Dear Ms. Sachs:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY**

**Paul R. LePage  
Governor**

**John E. Morris  
Commissioner**

January 19, 2018

United Somali Women of Maine  
P.O. Box 397  
Lewiston, ME 04243

**SUBJECT: Notice of Conditional Contract Award under RFP #201709161,  
STOP Violence Against Women Formula Grant**

Dear Ms. Hussein:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Public Safety for STOP Violence Against Women Formula Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: MECASA**  
**DATE: January 03, 2018**

\*\*\*\*\*

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**DEPARTMENT NAME:** Public Safety  
**NAME OF RFP COORDINATOR:** Robert F. Chicoria  
**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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**SUMMARY PAGE**

<b><u>Pass/Fail Criteria – Not Applicable</u></b>		<u>Pass:</u>	<u>Fail:</u>
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		<u>Points Awarded:</u>	
<b><u>Numerical Score:</u></b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	40	
Section III: Cost Proposal	(Max: 35 Points)	35	
<b>TOTAL POINTS</b>	(Max: 100 Points)	100	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: MECASA**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very good qualifications and experience	
Specifications of Work to be Performed	<b><u>Score: 40</u></b>
P – Liked that this program will serve transgender community, an underserved population	
P – Very good Memoranda of Understanding with partners	
P – Increases the capacity of service providers, large training effort	
P – Facilitators at all MECASA locations	
P – Extremely well written	
P – Addresses an area in the Maine plan that is yet to be addressed	
Cost Proposal	<b><u>Score: 35</u></b>
P – Proposal seems very cost effective	
P – Budget totals properly	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Response Services of Southern Maine – Hotline**  
**DATE: January 03, 2018**

\*\*\*\*\*

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**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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**SUMMARY PAGE**

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		<u>Points Awarded:</u>	
<b><u>Numerical Score:</u></b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	38	
Section III: Cost Proposal	(Max: 35 Points)	30	
<b>TOTAL POINTS</b>	(Max: 100 Points)	93	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Response Services of Southern Maine – Hotline**  
**DATE: January 03, 2018**

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**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very good qualifications and experience for the proposal program	
Specifications of Work to be Performed	<b><u>Score: 38</u></b>
I – Two (2) advocates answer the hotline live during the day	
P – Adding more hours of live support	
P - Piloting texting service	
M – Long start up period for texting but hard to find service that doesn't automatically archive all texts which is required to maintain client confidentiality	
Q – More complicated than expected for the scope of work	
P – Bottom line: A Wonderful Proposal	
Cost Proposal	<b><u>Score: 30</u></b>
M – Work Plan and Budget Worksheet do not match	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Response Services of Southern Maine –SART Advocate**  
**DATE: January 03, 2018**

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**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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**SUMMARY PAGE**

<b>Pass/Fail Criteria - Not Applicable</b>		<u>Pass:</u>	<u>Fail:</u>
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		<u>Points Awarded:</u>	
<b>Numerical Score:</b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	28	
Section III: Cost Proposal	(Max: 35 Points)	35	
<b>TOTAL POINTS</b>	(Max: 100 Points)	<b>88</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Response Services of Southern Maine –SART Advocate**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very good qualifications and experience	
Specifications of Work to be Performed	<b><u>Score: 28</u></b>
I – Individual is already on staff	
M – 90% projection is lower than current outcomes	
M – Covers both Cumberland and York counties but no support letters from York county	
P – My Life, My Choice is a good prevention model	
Q – 330% increase in clients but to what baseline?	
I – Funding request is for 5 quarters – “to align with grant sequence”	
Cost Proposal	<b><u>Score: 35</u></b>
P- Budget totaled properly	
First Quarter funding only, can resubmit when next year’s funding becomes available for remainder of request	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: United Somali Women - FGM**  
**DATE: January 03, 2018**

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**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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**SUMMARY PAGE**

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		<u>Points Awarded:</u>	
<b>Numerical Score:</b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	20	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	18	
Section III: Cost Proposal	(Max: 35 Points)	15	
<b>TOTAL POINTS</b>	(Max: 100 Points)	<b>53</b>	



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: United Somali Women - FGM**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 20</u></b>
P – Well experienced	
Specifications of Work to be Performed	<b><u>Score: 18</u></b>
M – Very unclear what this proposal is for	
M – Grave concerns about USW adding another program, big capacity issue	
M – Program need not documented,	
Q – Is this for adult women now in trauma?	
I – Very complicated issue	
I – Interesting concept but needs some more development	
Q – What are the health impacts to the individual and will this include educational support for families	
Cost Proposal	<b><u>Score: 15</u></b>
M – Same expenses listed in other grant proposal for DV and SA advocate	
M – Budget math is terrible	
M – Bookkeeper and accounting service are part of every non-profit, cannot see this grant paying for their entire costs	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Support Services of Midcoast Maine**  
**DATE: January 03, 2018**

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**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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<b>Numerical Score:</b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	40	
Section III: Cost Proposal	(Max: 35 Points)	35	
<b>TOTAL POINTS</b>	(Max: 100 Points)	100	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Sexual Support Services of Midcoast Maine**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very Good qualifications and experience in the scope	
Specifications of Work to be Performed	<b><u>Score: 40</u></b>
P - 501c3 qualifications provided by GuideStar, GuideStar USA, Inc. is an information service specializing in reporting on U.S. nonprofit companies - perfectly acceptable	
P – Strong letters of support	
P – Good examples and good executive summary	
P- Like the fact that local businesses and summer camps were consulted, lots of conversation with partner agencies	
Cost Proposal	<b><u>Score: 35</u></b>
P – Budget totaled properly	
P – Lean proposal	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Maine Coalition to End Domestic Violence**  
**DATE: January 03, 2018**

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Section II. Specifications of Work to be Performed	(Max: 40 Points)	34	
Section III: Cost Proposal	(Max: 35 Points)	32	
<b>TOTAL POINTS</b>	(Max: 100 Points)	91	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Maine Coalition to End Domestic Violence**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P-Very good	
Specifications of Work to be Performed	<b><u>Score: 34</u></b>
M – Category not picked	
M – No Federal or Maine purpose area selected	
M - No 501c3 documentation	
M - Historically volunteers do the report Staffing issue?	
M – Poorly written overall	
Q – Why didn't the Attorney General's office submit this directly? Match is not required under victim services, regardless of funding allocations	
Cost Proposal	<b><u>Score: 32</u></b>
I – Match not required under victim services	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Prosecutorial District I**  
**DATE: January 03, 2018**

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**DEPARTMENT NAME:** Public Safety  
**NAME OF RFP COORDINATOR:** Robert F. Chicoria  
**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

\*\*\*\*\*

**SUMMARY PAGE**

<u>Pass/Fail Criteria</u>	<u>Not Applicable</u>		
		<u>Pass:</u>	<u>Fail:</u>
◆			
◆			
◆			
◆			
		<u>Points Awarded:</u>	
<b>Numerical Score:</b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	30	
Section III: Cost Proposal	(Max: 35 Points)	30	
<b>TOTAL POINTS</b>	(Max: 100 Points)	85	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Prosecutorial District I**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very Good, In-depth experience	
Specifications of Work to be Performed	<b><u>Score: 30</u></b>
Q – Are they losing a prosecutor or hiring a new prosecutor?	
I – Support letters indicate they are losing a Domestic Violence prosecutor	
M – Baseline is not zero (0) but prosecutors have the data	
M – Did not get data from the DV prosecutor	
P – Overall sustainability plan good but it does conflict with the work plan	
Q – Why use a prosecutor for the training portion and not a specialized trainer	
M – Some good ideas in the proposal: survey jurors, development of a cadre of experts	
P – There is some mention of human trafficking	
M – Focus appears to be on training, but if a prosecutor should be focused on prosecution	
M – Award must have stipulations on training vice prosecution	
Cost Proposal	<b><u>Score: 30</u></b>
M- STOP funds can only be used for ages 11 through 24, proposal did not address ages	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: United Somali Women – DV & SA Initiative**  
**DATE: January 03, 2018**

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Purchases as part of your contract award selection documents.*

**DEPARTMENT NAME:** Public Safety  
**NAME OF RFP COORDINATOR:** Robert F. Chicoria  
**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

\*\*\*\*\*

**SUMMARY PAGE**

<b><u>Pass/Fail Criteria – Not Applicable</u></b>		<u>Pass:</u>	<u>Fail:</u>
◆			
◆			
◆			
◆			
		<u>Points Awarded:</u>	
<b><u>Numerical Score:</u></b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	22	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	22	
Section III: Cost Proposal	(Max: 35 Points)	15	
<b>TOTAL POINTS</b>	(Max: 100 Points)	<b>59</b>	



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: United Somali Women – DV & SA Initiative**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 22</u></b>
P – Well qualified with some minor issues in this area	
Specifications of Work to be Performed	<b><u>Score: 22</u></b>
M – Did not check Culturally Specific	
M – No Board of Directors listing	
M – Same person cannot be both Program Director and Fiscal Director	
M – Program Director did not sign MOU	
M – No baseline numbers	
M – Some good things but just do not see it happening	
M – Insufficient backup for expenses	
M- badly written grant	
Cost Proposal	<b><u>Score: 15</u></b>
M – Same expenses are listed in other grant proposal for DV and SA Advocate	
M – Budget math is terrible	
M – Bookkeeper and accounting service are part of every non-profit, cannot see this grant paying for their entire costs	
Recommended with stipulations about bookkeeper access and monthly meeting with DPS representative	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Pine Tree Legal Assistance**  
**DATE: January 03, 2018**

\*\*\*\*\*

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**DEPARTMENT NAME:** Public Safety  
**NAME OF RFP COORDINATOR:** Robert F. Chicoria  
**NAMES OF EVALUATORS:** James T. Glessner, Elise Johansen, Marty McIntyre, Tracy Poulin, Heather Putnam, John Rogers

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**SUMMARY PAGE**

<b>Pass/Fail Criteria – Not Applicable</b>		<u>Pass:</u>	<u>Fail:</u>
◆			
◆			
◆			
◆			
		<u>Points Awarded:</u>	
<b>Numerical Score:</b>			
Section I. Organization Qualifications & Experience	(Max: 25 Points)	25	
Section II. Specifications of Work to be Performed	(Max: 40 Points)	30	
Section III: Cost Proposal	(Max: 35 Points)	30	
<b>TOTAL POINTS</b>	(Max: 100 Points)	85	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 201709161**  
**RFP TITLE: FY17 STOP Violence Against Women**  
**BIDDER: Pine Tree Legal Assistance**  
**DATE: January 03, 2018**

\*\*\*\*\*

**EVALUATION**

**Total Points Available: Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

Organization Qualifications & Experience	<b><u>Score: 25</u></b>
P – Very well qualified and experienced	
Specifications of Work to be Performed	<b><u>Score: 30</u></b>
M – Currently funded by United Way but uncertain if current funding will continue	
P – Actively seeking funding from other sources beyond 2018	
I – Seems like the program is expanding but it appears to be the overlap period between a retiree and a new person	
M – Not new or innovative, same position for a number of years, but appears to be a real need for the position	
P – like the sustainability even considering United Way stopping funding	
M – need to provide baseline data, very confusing as stated	
I – 501c3 not needed because they are providing a match, which is not required	
Cost Proposal	<b><u>Score: 30</u></b>
M – No budget narrative	
Q – is mileage just for the paralegal or does it include an attorney?	







yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

25  
34 91  
32

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: MCEDY  
DATE: 1.1.18  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:** Homicide Review Panel Biennial Rpt  
\*\*\*\*\*

1.1.18 to 6.1.18  
Well qualified agency & subcontractors  
project objectives clear & measurable  
pg 5 sustainability addressed  
pg 6 consultant rate is on par w/ employees  
board of directors included  
very good letter of support  
50(c)(3) missing  
\* supplement statement?  
  
→ budget is sound

\$3700

\$4,000 no match provided & it probably should  
be silent on category SA & cultural  
& purpose area  
have it

\* NO cover art





STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

402  
91  
\$3100

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Maine Cont. Vio - To End DV

DATE: 12/28/17

EVALUATOR NAME: John Rogers

EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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

\*\*\*\*\*  
**Individual Evaluator Comments:**

Grant Fund - \$4000 10 mt, = Total \$4000
Federal Bypass Area - ?
Maine priority Area - ?
Grant purpose - To send outside consultants to put together the Maine DV homicide Review Panel Report for 3 months due to consultant worker out on FMLA.
12 <sup>th</sup> report to be used to the legislature - statutory requirement.
Sustainability - Already have it in the AG's budget. This is a 1 + close funding to fix a temporary problem.
And seemed ok.
Very good job - grant proposal was short & sweet However, grant worker did not select the category of funding. Federal purpose area, Maine priority area, & also answered the questions on the summary last proposal form







STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

25  
40  
35  
100

40  
RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: MECASA  
DATE: 12-29-17  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

Server Transgender Support

1-1-18 to 12-31-18  
501(C)(3) provided  
Fed 19 State 2  
position description very helpful but looks like it may be a work in progress - sufficiency  
board member list  
MOU partnership w/Maine Transgender Network dnc  
very good support letters - meaningful  
pg 14 supplement not supplant  
good workplan  
\* pg 7 sustainability addressed  
This proposal is bringing a new collaborative approach to bear on a need in Maine - low cost w/possible high impact - d like this statewide  
under e inadequately served  
- Budget is sound  
#1624 no match needed or provided

SA-40 no to cultural  
VS



STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

CBS  
100

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: Maine Coalition Against Sexual Assault  
DATE: 12/28/17  
EVALUATOR NAME: John Rogers  
EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

✓

Grant - 27624	no match	Total 7634	Victim Services
Federal purpose area 19		Maine priority area 7	
Grant purpose → To provide Collaboration + training for staff + groups of sexual violence who identify as Transgender			
New proposal (pilot project)			
- To provide TRAINING to Transgender sexual survivors, in partnership with Maine Transnet + MECSA. (40 hours)			
- Community chosen - Portland, Lewiston + Bangor			
Project <del>is</del> objectives are well written + measurable. Goal of the 1st year will give Maine an idea of how large is the problem.			
Sustainability - Not yet determined because this is the 1st year the 2 groups will wait for the data to come in a go from there.			
Good work plan + time lines.			
Well written -			

Good

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: YORK COUNTY DAs OFFICE

DATE: 1/3/18

EVALUATOR NAME: Ted Glessner

EVALUATOR DEPARTMENT: Administrative Office of the Courts

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

\*\*\*\*\*  
**Individual Evaluator Comments:**  
\*\*\*\*\*

Requesting a Prosecutor	\$93,948
To increase the number of prosecutions	
Not clear how prosecutor will engage experts to address judges P.7	
Number of cases assigned to individual prosecutor is too high P.11	
SARSSM will be the lead victim service organization P.12	
Increase referrals	
More letters of support	
Budget is clear	
Why zero for training? Info available	
What % is training?	





STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

Yes

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Prosecutorial District 1

DATE: 1/1/18

EVALUATOR NAME: Marty McIntyre

EVALUATOR DEPARTMENT: Sexual Assault Prevention and Response Services

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

\*\*\*\*\*  
**Individual Evaluator Comments:**

a dedicated sexual assault prosecutor!
Multi-disciplinary approach - good collaboration of service providers
develop expert witnesses & provide accurate info. about sexual assault + counter misinformation jurors have
Excellent!!
Why are Prosecutors doing site training?
Objectives: Baseline zero. They already have stats about reported sexual assaults + prosecutions - if they are claiming increased #s, they should use pre-project #s as baseline
Overall good presentation of Objectives + related activities
Great idea to survey jurors to see if expert testimony helped
Sustainability - "If this S.A. crime prosecutor is not funded, Pros. Dist 1 will lose a prosecutor position? Is this a New position or re-funding a current prosecutor?"
Workplan - Jan 2018 - "hire sexual assault crime prosecutor"
Is all the match money non-federal? DA Investigator?
Good letters of support - Not boilerplate
CAC - VAWA not for children

This info is available.



modified yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

25  
30 85  
30

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Pros. District One - SA Prosecutor

DATE:

EVALUATOR NAME: Tracy Poulin

EVALUATOR DEPARTMENT: Maine Department of Public Safety

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

~~Carroll County~~ SA Prosecutor

1.1.18 to 1.31.19

is this new or continuation

2nd highest SA in Maine

pay salary for SA Prosecutor

feed # 3,7 Maine # 1,3

X pilot project  
prosecute only  
train wheel  
time personal

\* where is the need? pg 11 9,645 cases why SA not DV

\* pg 11 sustainability while written left many?

work plan good

pg 18 supplement not supplant

collaboration w/ Caring Unlimited & SARSSM

many good letters of support countywide

\* what is the % of time on various tasks/training/prosecution

~~proposal~~ \$93,948 match \$36,570 (34%) 48,317.45 actual

Prosecution

SA - yes

X add community collaboration  
to the reporting  
mthly

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

*[Handwritten signature]*  
**85**

RFP #: 201709161  
 RFP TITLE: STOP Violence Against Women Formula Grant Program  
 BIDDER NAME: York County DAs Office  
 DATE: 12/27/17  
 EVALUATOR NAME: John Rogers  
 EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

\*\*\*\*\*  
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 \*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

Total \$130,518

Grant Funds	\$93,948	match \$36,570	= Prosecution
Federal Purpose area	3.7	Maine priority area	1.3
Grant Purpose - Fund a sexual assault crimes prosecution for sex crimes in York County			
<ul style="list-style-type: none"> <li>SCP will work with SARSS M, Change Unlimited + York 2B agencies</li> <li>To identify a Tru # of sexual assaults</li> <li>To ensure the crimes get to the DAs Office for review</li> <li>To establish a system for successful prosecution</li> <li>To work with UVA &amp; SARSS M to timely notify victims</li> <li>To provide training to York 2B agencies</li> </ul>			
Overall goal is to enhance prosecutors			
Math appears to be ok but the % of Prosecution Director 15% State Secretary 35% + DA Investigator 12.5% = all state 100%			
Grant appears to be well written			
Question - Is this the 1st time for this grant funding - ?			
Sustainability - grant states DA has been successful in turning grants to the general fund. however (page 1 - last p) "Is this SAC prosecution is not funded PD #1 will have a prosecution positive!" This seems to be a surprising issue.			

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: SEXUAL ASSAULT RESPONSE SERVICES OF SOUTHERN MAINE

DATE: 1/3/18

EVALUATOR NAME: Ted Glessner

EVALUATOR DEPARTMENT: Administrative Office of the Courts

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

CONTINUE SART ADVOCATE	48,261
Funded through 6/30/18	P.8
Funded through 6/30/17	P.19
When does the 15 month period begin?	P.7
Were they funded through 6/30/17 but didn't use the money and therefore had budget to get through 6/30/18?	P.2
Letter of support	Portland - Oxford Street Shelter
	Subble Street
	Pine Tree
	Westbrook PD
	United Simple Women
Should there be support from the medical community?	
No letter of support - Cumberland Lock	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: *SARSEN*

DATE: Elise Johansen

EVALUATOR DEPARTMENT: Safe Voices

\*\*\*\*\*  
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 \*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:**

<p>NEW POSITION - SART ADV. EMPHASIS ON YOUTH @ RISK          FOR TRAFFICKING + HOMELESS INDIV.          ADVOC. IS CURRENTLY FUNDED THRU JUNE 30 - 15 MON.          MY LIFE, MY CHOICE - PREV. EDUC.          LARGE INCREASE IN PEOPLE SERVED IN 16-17          OBJECTIVES: ENHANCE PARTNERSHIPS + PROVIDE <sup>EXPAND</sup> SERVICES          + GOOD DATA COLLECT. <sup>DATA</sup> BUT WHAT IS INCREASE <sup>UNDER PERS.</sup> \$ - 338%          - SUSTAIN. PLAN - NO MENTION OF ADDITIONAL GRANT WORKING <sup>OR SPECIFICS</sup>          OF FUNDRAISING EVENTS</p>	
<p>NO COLL. AGREEMENT W/ DV PROVIDERS, YOUTH PROVIDER OR          ANTI TRAFFICKING COLLOB. - ONLY ILOS FROM LAW          ENFORCEMENT          \$100,201 - FOR 15 MON. PERSON          NO MATCH? * JAN 2010 - 1 QUARTER          CURRENT FUNDING          FUNDING TO END OF JUNE</p>	<p>MULTI DISB. TETANO          NO WORK SUPPORT AGENCIES?</p>

YES

### STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Sexual Assault Response Service of Southern Maine - SART

DATE: 1/1/18

EVALUATOR NAME: Marty McIntyre

EVALUATOR DEPARTMENT: Sexual Assault Prevention and Response Services

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

\*\*\*\*\*  
**Individual Evaluator Comments:**

<p>1. Continue the employment of 1 Full time SART Advocate - 15 months position currently funded through 6/30/18 - what is happening to that funding? - p.e. 12 - existing VAWA grant</p>	
<p>groups for "at risk teens"? prevention?</p>	
<p>Goal: Outcome 90% will report having plan to address their situation</p>	
FY 16	91.85
FY 17	96
<p>&gt; why a decrease??</p>	
<p>Interesting letters of support - Pine Tree Legal + USWM - not mentioned in grant - Only 1 letter from law enforcement when SART interacts so closely w/ law enforcement</p>	
<p>- no letters of support from Courts (would give Pros. Dist I STOP proposal)</p>	
<p>Sustainability not very "robust"</p>	

answered my own question





Yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

25  
28  
35 88

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: Sexual Assault RSM  
DATE: 12.28.17  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

\*\*\*\*\*  
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\*\*\*\*\*

\*\*\*\*\*  
**Individual Evaluator Comments:** JART Advocate  
\*\*\*\*\*

7.1.18 to 9.30.19 (8 mths beyond requested end date)  
501(c)(3)  
antitrafficking homeless emphasis - youth  
\*person is already on staff  
pg 7 333% increase means nothing w/ no frame of reference  
300 extra hrs of direct service  
30 hrs of work supporting antitrafficking  
pg 9 says "additional team member" pg 7 says "continue the employment"  
pg 11 sustainability discussed  
pg 12 no real data provided for existing subgrant  
pg 19 supplement / not supplant  
letters of support okay  
Board of Directors included  
Budget is bound  
not culturally specific  
\$48,261 no match (not needed)

Where are the Agreements?

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

yes 88

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Sexual Assault Response Services of Southern ME SARTSSA

DATE: 12/27/17

EVALUATOR NAME: John Rogers

EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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**Individual Evaluator Comments:**

✓

Grant Funds \$48261	match - \$0	Total - \$48261	Victim Services
Federal Purpose Area 5, 7, 11 Major priority AREA 4, 2			
Grant purpose - Fund a Sexual Assault Response Team Advocate to Advocate + support victims of S.A. in Cumberland + York Counties			
SART Advocate will			
- provide expanded services to underserved population			
- offer specialized mtg. training group for at risk teens			
- increase outreach to shelter based providers to homeless survivors			
Outcomes - 300 hours of direct service time			
90% of clients will have a plan to address problem			
80% of partners with SART will increase their knowledge + skills to respond to sexual assault			
333% increase in no # of clients served in FY16-17. (from what #)			
Current position funded until 6/30/18 - in place for many years (page 8)			
so Holtz has been grant funded.			
Sustainability - will seek to recruit through fundraising plan <u>robust</u>			
with some okay			
Only letters of support from Cumberland County <u>not York</u>			



STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

NO

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: USWM  
DATE: Elise Johansen  
EVALUATOR DEPARTMENT: Safe Voices

\*\*\*\*\*  
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\*\*\*\*\*  
**Individual Evaluator Comments:**

JAN JAN  
FOM SERVICES + EDUC.

Q. IS THIS A CONT GRANT? <sup>.75 FTE</sup> pg 16
X CURRENTLY UNMET NEED
OBJECTIVES: X CREATE STATEWIDE COUNCIL FOR FOM ADVOCACY
+ SUSTAIN GRANT WRITING CONSISTENTLY?
LOS - NO LOS FROM DU
Q: NARRATIVE CHANGE LEGAL EFFECT OCT 2016 BUT PROPOSAL SAYS Q: PG. 4 "INSERT FOM" ?? USWM?
+ PG. 6
COVER PAGE IS BLANK
NO TOTAL ON COST PROPOSAL FORM \$ <del>100,000</del> 113?
CATEGORY IS BLANK
MEANINGFUL ADDRESS IS BLANK

BUDGET NARRATIVE IS MISSING

No  
/

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: United Somali Women of Maine

DATE: Female Genital Mutilation 1/1/18

EVALUATOR NAME: Marty McIntyre

EVALUATOR DEPARTMENT: Sexual Assault Prevention and Response Services

\*\*\*\*\*  
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\*\*\*\*\*  
**Individual Evaluator Comments:**

1st pg.	No State of ME vendor # no CCR database registration expiration date
2nd pg	Nothing circled for 1, 2, 3 No proposed cost
3rd pg.	No project description No totals on budget summary
pg. 4	Did not discuss how project will meet Fed + St grant purpose area
pg 13	no red baseline #s for 3 of 4 objectives - how will they know if they meet their objective
	No sustainability plan.
	This is not a continuation grant so no need to provide comment on previous grant
p. 20 -	JAC funds are only 75% of salary, not salary + fringe fringe not detailed
	Bookkeeping + accounting services } p. 26 Overhead costs -
	Not really clear what the issues are that the services will address

26,520  
 1716  
 -----  
 28,236



No

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

20  
18  
15  
53

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: United Somali Women FGM  
DATE: 12-29-17  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

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

1.29.18 to 1.28.19
* no VC# or CCR req Fortuna can't be Project Director & Finance
* no Board member list provided
* FFATA not completed
many comments the same as other proposal
.75 FTE for FGM
pg 8 seeking services
pg 9 project objectives
good mol's & support
pg 15 sustainability
This project while very difficult to read & review (due to subject matter) appears to have great merit, is new to Maine, and could have great educational & health influence
Budget Summary says \$95,942 looks like sb \$35913

needs to show the need & true services  
Collaborate w/others in Maine

Not Sound  
\$40,116 x 75% = 30087  
no mileage foundation = 3900 miles  
\* bookkeeping & accounting?



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

NO  
53

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: *Unit of Somali Women of Maine - Female genital mutilation Advocates*

DATE: 12/28/17

EVALUATOR NAME: John Rogers

EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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**Individual Evaluator Comments:**

Grant #45942	Match 0	Total 45942	No Category <del>requirements</del>
Budget summary	No Totals on Summary sheet		0
	No questions answered		
	No Categories of Funding selected		
	No project description <del>and no title of project</del>		
Fed purpose	para 1, 5, 7, 8, 19, 20	Match purpose	para 1, 2, 4, 5
Grant purpose:	Fund 1.75 FTE's Female Genital Mutilation Victim Advocates		
	- Supports + advocate for victims + survivors of FGM		
	- Supplement education programs for new arrivals about FGM		
	- Will provide culturally + linguistically direct victim services		
	- Will provide FGM education + training to Healthcare, LE, Courts, Schools, attorneys + SAFE nurses		
	- Develop an advisory council on FGM (not sure who would have 75 council members)		
	The Objective / Outcomes do not have clear metrics or action description the data collection on the 1st 2 objectives is not clear. PAGE 13		
	Sustainability seems to be all grant + foundation related. No real plan on the future, it would be grant + 1-2 years		



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: PINE TREE LEGAL ASSIST.

DATE: Elise Johansen

EVALUATOR DEPARTMENT: Safe Voices

\*\*\*\*\*  
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**Individual Evaluator Comments:**

<p align="center">TO FUND FT PARALEGAL FOR DV + SA</p> <p>COP + STRENGTH VICTIM/LEGAL SERVICES</p> <p>+ CASE STUDY - SHOWS COMEB + IMPORT. OF ROLES</p> <p>CONDUCTS INTAKES 400/YR CURRENTLY FUNDED BY LW.</p> <p>Q: P0 5 - SUPPORT NOV PFA/PPH CASES? - HOWING? FAMILY MATERS?</p> <p>Q: A LOT OF DV STAS - DOES THIS MEANINGFULLY ADDRESS SA B/C 30% OF CASES ARE SA?</p> <p>+ SUSTAIN. PLAN WORK + h. NOT DETAIL. DUD</p> <p>Q. WHO IS THE MILEAGE FOR? NO 50163 DOC.</p> <p>DISCRETIONARY FUNDS \$ 89,352 MATCH \$ 65,625</p> <p align="center">N/A</p>
---



yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: Pine Tree Legal  
DATE: 12.29.18  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

25  
30 85  
30

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\*\*\*\*\*  
**Individual Evaluator Comments:**

Civil Legal Aid Project  
Full-time Paralegal - Southern ME

1.26.18 to 12.31.18  
pg 2 served 90 civil cases in 11 months 748 PFA  
great example of help provided  
pg 3 400 survivors aided in 1 yr  
pg 5 sustainability addressed  
pg 6 current progress 15 new SA cases  
good work plan  
pg 14 not supplanting  
consultation included  
board members included  
position in PTL & position description included  
  
are you seeking funding from United Way  
coordinated comm. response  
\$89,352 budget sound - mileage not .44 of a \$  
SA says yes no to cultural

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

25

RFP #: 201709161  
 RFP TITLE: STOP Violence Against Women Formula Grant Program  
 BIDDER NAME: ~~Pro Tools Legal Assistance, LLC~~  
 DATE: 12/28/17  
 EVALUATOR NAME: John Rogers  
 EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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**Individual Evaluator Comments:**

Grant - # 89352	Match \$65625	TOTAL \$154976	discretionary
Federal purpose AREA 5 MAINE priority #1			
Grant purpose - To fund <sup>PIF</sup> <del>Apparatus</del> <del>Legal</del> <del>services</del> MAINE To provide civil legal aid to survivors of sexual assault DV, stalking + HT violence.			
Main source of funding Supplementing the budget that already exists because of possible defunding from the United Way may be problematic. Program manager states he will continue to seek funding			
This appears to be just another funding source for work already being done from other funding. These states they want to recruit + hire a new paralegal			
I thought the grant proposal was not BYE grabbing + given the limited resources I do not vote this proposal. The biggest problem is the grant award jumping from one funding source to another			





**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: *SADMM*

DATE: Elise Johansen

EVALUATOR DEPARTMENT: Safe Voices

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**Individual Evaluator Comments:**

*JAN - JAN*

<i>KNOX &amp; WAYDO ADV. TO BE HIRED - INCREASED NEED</i>
<i>+ STRONG OUTREACH TO COMM. PARTNERS PG 3</i>
<i>+ EXEC. SUMMARY</i>
<i>- SUSTAIN. PLAN NEEDS MORE CONCRETE EXAMPLES OF PLANS - GRANT WRITING, EVENTS, ETC.</i>
<i>Q - WHY IS QUDESTAR INFO ATTACHED? SOL 03</i>
<i>\$43,099 NO MATCH</i>
<i>* LOS-V</i>
<i>* CONSUL. AGREEMENT W/ NEW HOPE</i>





yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

25  
40  
35 100

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: JASSMM

DATE: 1-1-18

EVALUATOR NAME: Tracy Poulin

EVALUATOR DEPARTMENT: Maine Department of Public Safety

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\*\*\*\*\*  
**Individual Evaluator Comments:**

Fund fulltime JAPT Knox/Waldo

1-29-18 TO 1-29-19
*Arian Clements can't be project director & fiscal person
pg 2 of Guide Star shows 501(c)(3)
reached 11,712 community members last year
fed #5 & 7, 11, 15 Maine 1&2
pg 3 current approach not sustainable
*no current person in position
pg 5 1100 hrs of victim services direct pg 7 500 hrs JAPT <del>coordination</del> coordination
goals, outcomes, baselines, methods good
position description included
board members included
good letters of support
where is no supplanting? - pg 21
\$43,099 no match given or needed - round budget

V5  
SA yes  
CS no

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

455 ~~100~~ 100

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: Sexual Assault Support Services of Midcoast Maine SASSMA

DATE: 12/28/17

EVALUATOR NAME: John Rogers

EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

\*\*\*\*\*  
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**Individual Evaluator Comments:**  
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✓

Grant Fund - \$43099 - \$0 match Total Grant \$ 43099 Victim Services

Federal Purpose Area 5, 7, 11, 15 Maine Priority AREA 1, 2

Grant Purpose - To Fund a FIT TEAM/Unit to Sexual Assault Investigation (SART) To build + enhance relationships of victims of those who respond to Sexual Assault cases as they move through the system

- enhance relationships by offering 500 hours of SART Bonding
- conduct outreach meeting with detectives at 60% of LE agencies in Knox + Waldo Counties
- meet with 100% of prosecutorial victim/witness advocates
- Train at least 60 multidisciplinary partners with 4 training sessions
- support clients/victims with 200 Accompaniment hours for 50 people
- conduct 900 hours of advocacy hours

Now program for Waldo/Knox mirrored after York + Cumberland

Sustainability - will seek fund through robust fundraising

Make sure okay - Team will have to let us know on other supply request (not sure about cell phone + Plan)

Support hotline from both Counties

Well written grant, however there was a lot of o.t. + parts from other grants

This has a much better explanation of project goals.

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: SEXUAL ASSAULT RESPONSE SERVICES of SOUTHERN MAINE  
DATE: 1/3/18  
EVALUATOR NAME: Ted Glessner  
EVALUATOR DEPARTMENT: Administrative Office of the Courts

\*\*\*\*\*  
**Instructions:** The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.  
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\*\*\*\*\*  
**Individual Evaluator Comments:**  
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	\$ 23,074
Innovative approach to crisis and support line services. Increased accessibility	
Increasing two Crisis Support Line Advocates for one quarter total cost of 20,241.86 P. 14	
Supplies and Operating expenses - includes utilities	1,437.50
Are they renting additional space for rent what space?	<del>86.25</del>
Letters of support	Rape Response Services Arrestor's Mental Health Sexual Assault Crisis + Support Center
30 hours - P. 4	
Are they requesting both 30 -> 40 hours and an additional hour monthly? P. 7 Budget doesn't show that	

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: SARUM MECASA

DATE: Elise Johansen

EVALUATOR DEPARTMENT: Safe Voices

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**Individual Evaluator Comments:**

HOTLINE		2/1/2018 - 2/30/18
COMMERCIAL & YOUTH STATEWIDE / MECASA		V
+ TEXT & CHAT - JAN 2018		3 ANNUAL FUNDING
CURRENTLY 2 PT 20 HRS → 40 HRS + 3 MORE HRS. + WILL PILOT TEXT/CHAT		
+ GOOD PLANNING + IMPLM.		
<del>OR CASL? ATTEND HOSPITAL MEETS?</del>		
- SUSTAIN PLAN - MORE DETAILS WANTED - SPECIFICS		
LOS - NOT ON LETTERHEAD - TAMAR MATHIEU		
NOT ALL SA AGENCIES SUBMITTED LETTER OF SUPPORT		
# 23,074 - NO MATCH	IS	WHERE DO THEY WORK? MECASA & KUMECASA







Yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161  
RFP TITLE: STOP Violence Against Women Formula Grant Program  
BIDDER NAME: SABS Southern ME  
DATE: 1.1.18  
EVALUATOR NAME: Tracy Poulin  
EVALUATOR DEPARTMENT: Maine Department of Public Safety

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38 93  
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\*\*\*\*\*  
**Individual Evaluator Comments:**

Hotline Continuation

7-1-18 to 9-30-18
501(c)(3) included
statewide project
2 fulltime FTE. 1 gth.
Fed 11                      main 2
2251 crisis calls FY17 56% increase over FY16
1370 direct service hrs
pg 11 sustainability - will look for alternatives but will ask until found
pg 12 workplan very good
? overflow calls? - what are these
pg 19 supplement
great statewide letters of support
board members included
\$23,074 - pg 14 d think they are <del>over</del> <sup>over</sup> #45 column 2

VS  
SA - yes  
cultural - no

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

*YR 93*

RFP #: 201709161  
 RFP TITLE: STOP Violence Against Women Formula Grant Program  
 BIDDER NAME: SADSSM - Southern Maine  
 DATE: 12/27/17  
 EVALUATOR NAME: John Rogers  
 EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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

**Individual Evaluator Comments:**

Grant Funds <u>\$23294</u>	\$0 match	Total <u>\$23294</u>	Victim Services
Federal purposes Area 11	Macro Priority Area 2		
Grant purpose - Fund 30-40 hours per week for 1 evaluator divided up between 2 people (most service crisis + support has advocates)			
To provide expanded hours of service			
To provide a pilot project for expansion of crisis + support <del>to</del> into services to text + chat has platform			
→ Pilot project seems to be just extra hours for something already doing.			
Goal 90% of staff advocates program contribute positively to various agency at work			
90% of clients will have a plan in place to address problem			
80% of clients will report text only support <del>increased</del> accessibility for underserved population			
→ Lot's of state issues - grant acts for \$20341.86 I came up with \$20144.99			
Sustainability - will seek to fund through robust fundraising plan			



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: USUM

DATE: Elise Johansen

EVALUATOR DEPARTMENT: Safe Voices

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\*\*\*\*\*  
**Individual Evaluator Comments:**

NEW MAINE DV/SA INI. CONTINUA.  
2 .75 PTE

	NO BASELINE # IN OBJECT.      NO BOARD MEMBER LIST
PROGRESS + TO DATE	LAST PRP. FIRM
	Q: PG 7 NAME CHANGE IN EFFECT?
	- DOESN'T MENTION KENNEBEC COUNTY
	COVERSHEET BLANK & WRONG COVER SHEET
	OLD RFP DOC.
	\$ 104,735
	↓ VICTIM SERVICES/ MEANING ADD. SA
	MANY TECH. ERRORS      OBJECT. FULLY ONLY REFER TO DV
	↓
	MISSING BUDGET NARRATIVE      + b/c pg 9+10 ONLY REFER TO DV
	↓
	"    FATUMA SLOAN. ON MOV W/ FCS      SERA

Yes

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: United Somali Women of Maine

DATE: DV/SA Initiative 11/18

EVALUATOR NAME: Marty McIntyre

EVALUATOR DEPARTMENT: Sexual Assault Prevention and Response Services

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\*\*\*\*\*  
**Individual Evaluator Comments:**

no vendor #, no CER database registration expiration date
nothing circled on pg 2
No proposed cost listed
Didn't note that they were a culture-specific org
No brief project description
pg 4 - didn't describe how project meets Fed + St. purpose areas
pg 8 - Objectives are all described as DV only
p. 12 - no baseline #s, but objectives reference percent increases
No sustainability plan
Figures on pg 19 are incorrect - didn't take 75% = 30,087
Bookkeeping & Accounting services?
Overhead services?

71,973 Personnel  
 4519 Mileage  
 2600 Interpreter Svc.  
 -----  
 \$ 79,092



maybe

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

22 59  
22  
15

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: United Somali Women DV & SA Initiative

DATE: 12-29-17

EVALUATOR NAME: Tracy Poulin

EVALUATOR DEPARTMENT: Maine Department of Public Safety

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**Individual Evaluator Comments:**

more not signed w/ Family Crisis  
↳ Rest are good

1.29.18 to 1.28.19
* no VC # provided
* Fatuma can't be fiscal person & project director
* no CCRB Registration provided
* nothing circled on FFATA
pg 6 served 219, 2673 contacts, 6578 service hrs, 14 languages
pg 7 male survivors assisted too ** name change Dilla?? * very old site, 198 almost 20 yrs adding York & Kennebec counties
pg 8 2.75 FTE DV victim advocates 15 victims w/ emergency 12 service awareness forums 360 outreach services, Nebok
12 professional cross training
pg 9 is agency response w/in 24 hrs good
* pg 12 where are the baseline numbers? pg 15 & 16?
* pg 13 where is appendix A pg 15 100
pg 14 sustainability sort of addressed * No Board Members not provided
* pg 15 data provided - were all w/ grant \$? ↳ Budget not sound
\$104,735 no match needed or given

79092

Victim services, SA yes & culturally specific

pg 19 \$40,116,758 = \$30,000' L very little  
 \$47,195,250 = \$11,798.75 SA context - they have federal funding  
 11,799 addressing on SA pg 18

pg 21 no mileage foundation - not a factor of .44  
 pg 27 no cost foundation - does this cover to .75 FTE?



AK/Jo

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 201709161

RFP TITLE: STOP Violence Against Women Formula Grant Program

BIDDER NAME: *United Somali Women of America New Maine DVSA Initiative Continuation*

DATE: *12/28/17*

EVALUATOR NAME: John Rogers

EVALUATOR DEPARTMENT: Maine Criminal Justice Academy

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

Grant #104735	Match @	Total	Victim Services
Federal Proposal AREA 1, 5, 7, 10, 15, 20		Maine priority AREA 1, 0, 4, 5	
Grant Purpose - TO Fund 2.75 FTE Multilingual DV Advocates The Portland AREA + 1 in the Lewiston/Angola AREA			
- Continue to build network of services for religious + immigrant victims to find their voices, become self-sufficient, raise healthy families + for SAFB			
- Continue to build on existing collaborations + partnerships to address DV to New Mainers			
Current funding only support SA services not DV services This grant wants to focus more on D.V.			
<del>I'm not sure how that will work with a continuation grant what happens to SA services + the focus will now be on DV services</del>			
Sustainability - Verbatim with the BGM grant proposal that you're a 1st timer. This is a continuation from last year + maybe longer without any direct effects of funding sustainability			
Personnel	MP #s	Aug \$71973	
Travel		4519	need #s of miles driven to estimate
Consultants		4130	need breakdown of per day/hour costs
Other		5454	not sure if those are other expenses w/o explanation

MP Total

86076

NOT \$104736

VERY POORLY  
 WITH GRANT

NEW AMOUNT  
 \$79092



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY

Paul R. LePage  
Governor

John E. Morris  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201709161**  
**RFP TITLE: STOP Violence Against Women Formula Grant**

I, Elise Johansen accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

A handwritten signature in black ink, appearing to be 'Elise Johansen', written over a horizontal line.

Signature

12/31/17

A handwritten date '12/31/17' in black ink, written over a horizontal line.

Date



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY

Paul R. LePage  
Governor

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Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201709161**  
**RFP TITLE: STOP Violence Against Women Formula Grant**

I, Tracy J. Poulin accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

Tracy J. Poulin  
Signature

December 7, 2017  
Date



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY

Paul R. LePage  
Governor

John E. Morris  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201709161**  
**RFP TITLE: STOP Violence Against Women Formula Grant**

I, Heather Putnam accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

Heather Putnam  
Signature

1/3/18  
Date



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY

Paul R. LePage  
Governor

John E. Morris  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201709161**  
**RFP TITLE: STOP Violence Against Women Formula Grant**

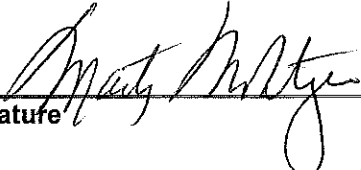
I, Marty McIntyre accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

  
\_\_\_\_\_  
Signature

1-1-18  
\_\_\_\_\_  
Date



STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY

Paul R. LePage  
Governor

John E. Morris  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 201709161**  
**RFP TITLE: STOP Violence Against Women Formula Grant**

I, James T. Glessner accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

*James T. Glessner*

Signature

*12/27/17*

Date



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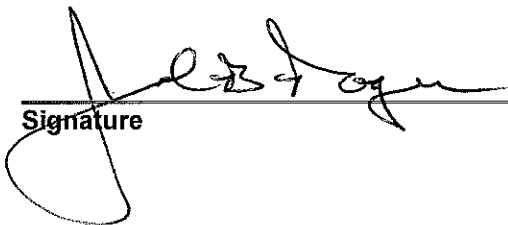
I, John Rogers accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Public Safety. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder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

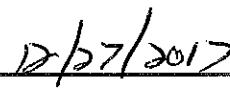
Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current 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 that the evaluation process is to be conducted in an impartial manner. 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 funding decision notices for public distribution.**

  
Signature

  
Date