

**MCILS**

**July 27, 2021**

**Commissioner's Meeting  
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**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

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**JULY 27, 2021**  
**ZOOM COMMISSION MEETING**  
**AGENDA**

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- 1) Approval of June 28 and July 12, 2021 Commission Meeting Minutes
- 2) Executive Director Announcement
- 3) Report of the Executive Director
- 4) Budget Update – COVID funds
- 5) OPEGA Quarterly Update Discussion
- 6) Attorney Forum/Court Discussion Update
- 7) Chapter 301 Rulemaking Discussion
- 8) Rulemaking Regulatory Agenda
- 9) Update on New Attorney Training Program
- 10) Remote Attendance Policy Discussion
- 11) Strategic Planning Discussion (supplemental budget/jail recording)
- 12) RFP for Case Management Software
- 13) Set Date, Time and Location of Next Regular Meeting of the Commission
- 14) Public Comment
- 15) Executive Session

**Maine Commission on Indigent Legal Services – Commissioners Meeting  
June 28, 2021**

**Minutes**

**Commissioners Present by Zoom:** Donald Alexander, Meegan Burbank, Michael Carey, Robert Cummins, Roger Katz, Matthew Morgan, Ronald Schneider, Joshua Tardy

**MCILS Staff Present:** Justin Andrus, Ellie Maciag

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Item/Responsible Party</b>
Approval of May 24 and June 7, 2021 Commission meeting minutes	No discussion.	Commissioner Katz moved to approve. Commissioner Carey seconded. All voted in favor. Approved.
Report of the Executive Director	Director Andrus gave an update on the case total trend, noting that cases are increasing but the average price per voucher is down slightly. Director Andrus identified an issue with the way the average voucher price is reported since it includes companion vouchers with only nominal time listed (open/close file). Director Andrus hopes to provide weighted average data for next month's meeting. Director Andrus again relayed that some courts are having difficulty staffing cases and expressed hope that the increase to the hourly rate to \$80 might draw some attorneys back to the rosters. Director Andrus will be meeting with the Trial Chiefs, Chief Justice and DA's to discuss issues and will include attorney scheduling on the agenda. Commissioner Alexander noted that rostered attorneys were disrespected by Commission members at last Friday's MSBA CLE. Commissioner Alexander stated that he respects and values our rostered attorneys and urged the Commission to fix the impression that may have been left by some comments. Commissioner Schneider stated that the Commission does not know about the quality of attorney performances and are not able to make categorical statements about whether attorneys are good or bad and would	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Item/Responsible Party</b>
	like members of the judiciary to provide the Commission with information about attorney performance.	
Budget Update	Director Andrus gave an update on the budget, noting that LD 1685, 1686 and 1687 had received unanimous votes but ultimately the public defender bill was not funded and the screeners were not transferred to the Judicial Branch. Commissioner Alexander thanked Director Andrus for his hard work this session, noting the huge shift in legislative support for the Commission. Commissioner Carey thanked Chair Tardy for all his hard work as well this session. Director Andrus stated that staff will immediately get to work on the process to get the new positions staffed. Commissioner Carey inquired about attorney standards. Director Andrus noted that staff will begin work on standards in the next few months and will have a rule proposal for the Commission to consider promptly. Commissioner Cummins expressed a desire to have a more in depth discussion about attorney standards, noting that training and supervision is critical, and requested a special meeting to discuss these issues.	
Rulemaking Discussion	Director Andrus explained that the Commission will have to engage in rulemaking to change the hourly rate and will discuss next steps with AAG Hudson-MacRae.	
RFP for Case Management Software	Director Andrus updated the Commissioners on the status of the RFP for a case management system and stated that staff has a meeting with the Judicial Branch on Wednesday to discuss the Odyssey interface. Director Andrus alerted the Commission that there might be a need for an additional one-year contract with the current vendor so the RFP process does not have to be repeated once the Odyssey interface requirements are known.	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Item/Responsible Party</b>
Public Comment	<p><u>Attorney Robert Ruffner</u>: Attorney Ruffner stated that there is a lot that the Commission does not know, and the Commission is responsible for what their attorneys do or fail to do. Attorney Ruffner outlined shortcomings in the lawyer of the day program, noting a lack of training or directives from the Commission. Attorney Ruffner stated that any good work or success that a rostered attorney has is notwithstanding the system that they are working in. Attorney Ruffner stated that \$80 hourly rate is a good improvement but will ultimately mask the flaws in the system. Attorney Ruffner faulted the Commission for failing to adopt a supervision program outlined in the Commission’s own 2015 report, instead implementing a watered-down resource counsel program.</p> <p><u>Attorney Tina Nadeau</u>: Attorney Nadeau inquired about the timing for the hourly rate increase and when the new positions will be hired. Attorney Nadeau offered to host and coordinate a zoom discussion with MCILS and members of the bar.</p> <p><u>Attorney Chris Guillory</u>: Attorney Guillory stated that he was disheartened at the lack of discussion of the larger picture problems facing the Commission, namely the dwindling of the number of rostered attorneys. Attorney Guillory questioned whether \$80 per hour would be enough for people to remain or return. Attorney Guillory believes that a return to in-person proceedings will spell trouble for a lot of people and urged the Commission to advocate for continuing remote dispositional conferences.</p>	
Executive Session	Commissioner Carey moved to go into executive session pursuant to 1 MRS section 405(6)(F) to discuss information contained in the records made, maintained or received by the Commission when access to by the general public to those records is prohibited under 4 MRS section 1806(2)(F). Commissioner Alexander seconded. No votes taken.	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Item/Responsible Party</b>
Adjournment of meeting	The next meeting will be held by Zoom on July 27, 2021 at 1:00 pm.	

**Maine Commission on Indigent Legal Services – Commissioners Meeting  
July 12, 2021**

**Minutes**

**Commissioners Present by Zoom:** Donald Alexander, Meegan Burbank, Robert Cummins, Roger Katz, Joshua Tardy, Mary Zmigrodski

**MCILS Staff Present:** Justin Andrus, Ellie Maciag

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Item/Responsible Party</b>
Chapter 301 Emergency Rulemaking Public Hearing	Director Andrus explained that the Legislature appropriated funds in the supplemental budget that will allow the Commission to increase the hourly rate paid to attorneys providing indigent legal services from \$60/hr to \$80/hr. Director Andrus thanked everyone involved in getting the rate increased. Chair Tardy opened the public hearing and no one gave testimony. Commissioner Cummins moved for the adoption of the proposed rule and the basis statement. Commissioner Alexander seconded. All voted in favor.	

## MAINE COMMISSION ON INDIGENT LEGAL SERVICES

**TO:** MCILS COMMISSIONERS  
**FROM:** JUSTIN ANDRUS, (INTERIM) EXECUTIVE DIRECTOR  
**SUBJECT:** OPERATIONS REPORTS  
**DATE:** July 23, 2021

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Attached you will find the June 2021, Operations Reports for your review and our discussion at the Commission meeting on July 27, 2021. A summary of the operations reports follows:

- 2,524 new cases were opened in the DefenderData system in June. This was a 101 case increase from May. Year to date, new cases are up 5.3% from 27,230 at this time last year to 28,680 this year.
- The number of vouchers submitted electronically in June was 2,571 a decrease of 41 vouchers from May, totaling \$1,189,060, an increase of \$10,947 over May. Year to date, the number of submitted vouchers is basically flat, down by approximately .8%, from 32,378 at this time last year to 32,122 this year, with the total amount for submitted vouchers down 6.9%, from \$15,774,895 at this time last year to \$14,678,448 this year.
- In June, we paid 3,606 electronic vouchers totaling \$1,665,780, representing an increase of 1,158 vouchers and an increase of \$566,200 compared to May. Year to date, the number of paid vouchers is down approximately 1.9%, from 32,344 at this time last year to 31,732 this year, and the total amount paid is down approximately 8%, from \$15,718,708 this time last year to 14,455,179 this year.
- We paid no paper vouchers in June.
- The average price per voucher in June was \$461.95, up \$12.77 per voucher from May. Year to date, the average price per voucher is down approximately 6.2%, from \$485.99 at this time last year to \$455.54 this year.
- Drug Court and Probate cases had the highest average voucher in June. There were 9 vouchers exceeding \$5,000 paid in June. See attached addendum for details.
- In June, we issued 65 authorizations to expend funds: 39 for private investigators, 22 for experts, and 4 for miscellaneous services such as interpreters and transcriptionists. In June, we paid \$71,339 for experts and investigators, etc. No requests for funds were denied.
- In June, we opened 4 attorney investigations and 2 attorneys were suspended.
- In June, we approved 4 requests for co-counsel.



In our All Other Account, the total expenses for the month of June were \$1,758,780. During May, approximately \$21,660 was devoted to the Commission's operating expenses.

In the Personal Services Account, we had \$72,104 in expenses for the month of June.

In the Revenue Account, the transfer from the Judicial Branch for June, reflecting May's collections, totaled \$76,718, a decrease of approximately \$48,897 from the previous month.

During June, we had no financial activity related to training.

## Vouchers over \$5,000

<b>Comment</b>	<b>Voucher Total</b>	<b>Case Total</b>
Child Protection	\$ 10,707.50	\$ 13,230.30
DV Aggravated Assault	\$ 7,614.74	\$ 7,614.74
PCR (Murder)	\$ 7,582.45	\$ 7,582.45
Criminal Threatening w/Dangerous Weapon	\$ 7,500.32	\$ 7,500.32
Termination of Parental Rights	\$ 7,398.00	\$ 14,591.75
Child Protection	\$ 7,090.20	\$ 8,020.20
OUI - Injury or Death	\$ 6,326.84	\$ 6,326.84
Appeal (Termination of Parental Rights)	\$ 5,834.67	\$ 5,834.67
Manslaughter	\$ 5,391.00	\$ 8,469.00

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY21 FUND ACCOUNTING**  
AS OF 06/30/2021

Account 010 95F Z112 01 (All Other)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY20 Total
FY21 Professional Services Allotment		\$ 4,372,000.00		\$ 4,312,000.00		\$ 4,452,000.00		\$ 2,113,725.00	
FY21 General Operations Allotment		\$ 48,000.00		\$ 48,000.00		\$ 48,000.00		\$ 48,000.00	
FY20 Encumbered Balance Forward		\$ -		\$ -		\$ -		\$ -	
Budget Order Adjustment		\$ 80,000.00		\$ -		\$ -		\$ -	
Budget Order Adjustment		\$ (1,236,587.00)		\$ (961,785.00)		\$ (422,569.00)		\$ 2,560,941.00	
Reduction due to encumbrance closure		\$ -		\$ -		\$ -		\$ -	
Financial Order Unencumbered Balance Fwd		\$ -		\$ -		\$ -		\$ -	
<b>Total Budget Allotments</b>		<b>\$ 3,263,413.00</b>		<b>\$ 3,398,215.00</b>		<b>\$ 4,077,431.00</b>		<b>\$ 4,722,666.00</b>	<b>\$ 15,461,725.00</b>
Total Expenses	1	\$ (765,783.81)	4	\$ (1,102,607.41)	7	\$ (1,426,842.35)	10	\$ (2,115,293.17)	
	2	\$ (940,166.23)	5	\$ (1,007,967.84)	8	\$ (1,298,739.59)	11	\$ (366,624.83)	
	3	\$ (1,428,757.76)	6	\$ (1,221,776.56)	9	\$ (1,403,907.03)	12	\$ (1,758,780.12)	
Encumbrances (Justice Works)		\$ (62,405.00)		\$ 13,277.00		\$ 20,550.50		\$ 18,752.50	\$ (9,825.00)
Encumbrances (B Taylor)		\$ (66,300.00)		\$ 13,260.00		\$ 13,260.00		\$ 13,260.00	\$ (26,520.00)
Encumbrance (Jamesa Drake training contract)		\$ -		\$ (92,400.00)		\$ -		\$ -	\$ (92,400.00)
<b>TOTAL REMAINING</b>		<b>\$ 0.20</b>		<b>\$ 0.19</b>		<b>\$ (18,247.47)</b>		<b>\$ 513,980.38</b>	<b>\$ 495,733.30</b>

Q4 Month 12	
<b>INDIGENT LEGAL SERVICES</b>	
Counsel Payments	\$ (1,665,780.45)
Interpreters	\$ (350.00)
Private Investigators	\$ (11,155.10)
Mental Health Expert	\$ (18,812.50)
Misc Prof Fees & Serv	\$ (250.00)
Transcripts	\$ (9,472.76)
Other Expert	\$ (30,949.00)
Process Servers	\$ (350.26)
Swanson Law hotel reimb	\$ -
Counsel Payments Prior FY	\$ -
<b>SUB-TOTAL ILS</b>	<b>\$ (1,737,120.07)</b>
<b>OPERATING EXPENSES</b>	
Service Center	\$ -
DefenderData	\$ (6,035.00)
Parking Fees in Lewiston	\$ (504.00)
Mileage/Tolls/Parking	\$ (531.90)
Mailing/Postage/Freight	\$ (37.82)
West Publishing Corp	\$ (211.96)
Safety/Protective Supplies	\$ -
Office Supplies/Equip.	\$ (45.84)
Cellular Phones	\$ -
OIT/TELCO	\$ (2,334.16)
Office Equipment Rental	\$ (102.17)
Risk Mngmnt Employee bonds in:	\$ -
Barbara Taylor monthly fees	\$ (4,420.00)
Legal Ads	\$ (714.99)
AAG Legal Svcs Quarterly Payment	\$ (6,722.21)
<b>SUB-TOTAL OE</b>	<b>\$ (21,660.05)</b>
<b>TOTAL</b>	<b>\$ (1,758,780.12)</b>

INDIGENT LEGAL SERVICES	
Q4 Allotment	\$ 4,722,666.00
Q4 Encumbrances for Justice Works contract	\$ 18,752.50
Barbara Taylor Contract	\$ 13,260.00
James Drake training contract	\$ -
Q4 Expenses to date	\$ (4,240,698.12)
<b>Remaining Q4 Allotment</b>	<b>\$ 513,980.38</b>

Non-Counsel Indigent Legal Services	
Monthly Total	\$ (71,339.62)
Total Q1	\$ 110,837.23
Total Q2	\$ 175,002.15
Total Q3	\$ 173,104.66
Total Q4	\$ 255,624.89
<b>Fiscal Year Total</b>	<b>\$ 714,568.93</b>

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY21 FUND ACCOUNTING**  
AS OF 06/30/2021

Account 010 95F Z112 01 (Personal Services)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY20 Total
FY21 Allotment		\$ 236,986.00		\$ 245,444.00		\$ 216,987.00		\$ 197,826.00	\$ 897,243.00
Financial Order Adjustments		\$ 20,000.00		\$ (20,000.00)		\$ -		\$ -	
Budget Order Adjustments		\$ -		\$ -		\$ 1,388.00		\$ -	
Budget Order Adjustments		\$ (8,758.00)		\$ 7,370.00		\$ 18,248.00		\$ 41,752.00	
Voluntary Employee Incentive Program Deduction								\$ (8,662.00)	
<b>Total Budget Allotments</b>		<b>\$ 248,228.00</b>		<b>\$ 232,814.00</b>		<b>\$ 236,623.00</b>		<b>\$ 230,916.00</b>	<b>\$ 948,581.00</b>
Total Expenses	1	\$ (72,711.14)	4	\$ (72,760.83)	7	\$ (60,718.90)	10	\$ (72,541.59)	
	2	\$ (72,775.12)	5	\$ (72,759.89)	8	\$ (70,186.39)	11	\$ (72,104.50)	
	3	\$ (102,741.37)	6	\$ (87,292.61)	9	\$ (105,718.04)	12	\$ (72,104.52)	
<b>TOTAL REMAINING</b>		<b>\$ 0.37</b>		<b>\$ 0.67</b>		<b>\$ (0.33)</b>		<b>\$ 14,165.39</b>	<b>\$ 14,166.10</b>

Q4 Month 12	
Per Diem	\$ -
Salary	\$ (35,453.92)
Vacation Pay	\$ (1,571.76)
Holiday Pay	\$ (2,207.44)
Sick Pay	\$ (2,060.64)
Empl Hlth SVS/Worker Comp	\$ -
Health Insurance	\$ (11,791.24)
Dental Insurance	\$ (306.60)
Employer Retiree Health	\$ (4,284.66)
Employer Retirement	\$ (2,671.56)
Employer Group Life	\$ (374.68)
Employer Medicare	\$ (595.24)
Retiree Unfunded Liability	\$ (7,771.74)
Longevity Pay	\$ (160.00)
Perm Part Time Full Ben	\$ (2,855.04)
Premium & Standard OT	\$ -
Retro Lump Sum Pymt	\$ -
<b>TOTAL</b>	<b>\$ (72,104.52)</b>

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY21 FUND ACCOUNTING**  
As of 06/30/2021

Account 014 95F Z112 01 (Revenue)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY20 Total
<b>Total Budget Allotments</b>		\$ 275,000.00		\$ 275,000.00		\$ 275,000.00		\$ 2,910,396.00	\$ 3,735,396.00
Financial Order Adjustment	1	\$ -	4	\$ -	7	\$ -	10	\$ 2,635,396.00	
Financial Order Adjustment	2	\$ -	5	\$ -	8	\$ -	11		
Budget Order Adjustment	3	\$ -	6	\$ -	9	\$ -	12	\$ -	
Budget Order Adjustment		\$ -		\$ -		\$ -	12	\$ -	\$ -
<b>Total Budget Allotments</b>		\$ 275,000.00		\$ 275,000.00		\$ 275,000.00		\$ 2,910,396.00	\$ 3,735,396.00
Cash Carryover from Prior Quarter		\$ -		\$ -		\$ -		\$ -	
Collected Revenue from JB	1	\$ 88,434.06	4	\$ 57,481.90	7	\$ 74,019.18	10	\$ 202,458.22	
Collected from McIntosh Law		\$ -		\$ -		\$ -		\$ 3,000.00	
Collected for reimbursement of counsel fees	2		5		8			\$ 24.00	
Collected Revenue from JB	2	\$ 72,639.44	5	\$ 77,875.90	8	\$ 80,173.48	11	\$ 125,615.73	
Collected from McIntosh Law		\$ -		\$ -		\$ 6,000.00		\$ 3,000.00	
Collected from McIntosh Law	3	\$ -	6	\$ 9,000.00	9	\$ 3,000.00	12	\$ 3,000.00	
Collected for reimbursement of counsel fees	3	\$ -	6		9	\$ 1,127.04	12	\$ 716.00	
Collected from ME Ctr Public Int Reporting	3	\$ -	6	\$ 5,333.00		\$ -	12	\$ -	
Collected Revenue from JB	3	\$ 74,498.74	6	\$ 69,647.82	9	\$ 69,077.69	12	\$ 76,718.39	
Returned Checks-stopped payments		\$ -		\$ -		\$ -		\$ -	
<b>TOTAL CASH PLUS REVENUE COLLECTED</b>		\$ 235,572.24		\$ 219,338.62		\$ 233,397.39		\$ 414,532.34	\$ 1,102,840.59
Counsel Payments	1	\$ -	4	\$ -	7	\$ -	10	\$ -	
Other Expenses		\$ -		\$ -		\$ -	***	\$ -	
Counsel Payments	2	\$ -	5	\$ -	8	\$ -	11	\$ (548,999.12)	
Other Expenses		\$ -		\$ -		\$ -		\$ -	
Counsel Payments	3	\$ -	6	\$ -	9	\$ -	12	\$ -	
State Cap for period 11 expenses	*	\$ -	**	\$ -	***	\$ -		\$ (8,838.89)	
<b>REMAINING ALLOTMENT</b>		\$ 275,000.00		\$ 275,000.00		\$ 275,000.00		\$ 2,352,557.99	\$ 3,177,557.99
Overpayment Reimbursements	1	\$ -	4	\$ -	7	\$ -	10	\$ -	
	2	\$ -	5	\$ -	8	\$ (272.00)	11	\$ -	
	3	\$ -	6	\$ -	9	\$ (1,667.00)	12	\$ -	
<b>REMAINING CASH Year to Date</b>		\$ 235,572.24		\$ 219,338.62		\$ 231,458.39		\$ 414,532.34	\$ 1,100,901.59

<b>Collections versus Allotment</b>	
Monthly Total	\$ 76,718.39
Total Q1	\$ 235,572.24
Total Q2	\$ 219,338.62
Total Q3	\$ 233,397.39
Total Q4	\$ 414,532.34
Expenses to Date	\$ (559,777.01)
Fiscal Year Total	\$ 543,063.58

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

**Activity Report by Case Type**

6/30/2021

DefenderData Case Type	Jun-21						Fiscal Year 2021			
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid	Average Amount
Appeal	16	16	\$ 17,964.59	24	\$ 28,510.90	\$ 1,187.95	112	175	\$ 267,069.28	\$ 1,526.11
Child Protection Petition	201	347	\$ 200,749.98	468	\$ 279,148.28	\$ 596.47	2,245	4,907	\$ 2,795,757.64	\$ 569.75
Drug Court	0	8	\$ 9,942.00	12	\$ 18,072.00	\$ 1,506.00	6	115	\$ 148,880.00	\$ 1,294.61
Emancipation	3	4	\$ 1,554.00	8	\$ 2,736.20	\$ 342.03	65	62	\$ 17,622.08	\$ 284.23
Felony	589	498	\$ 359,071.91	720	\$ 493,450.06	\$ 685.35	6,640	6,032	\$ 3,907,931.12	\$ 647.87
Involuntary Civil Commitment	121	89	\$ 15,709.24	126	\$ 23,551.24	\$ 186.91	1,158	1,063	\$ 204,966.27	\$ 192.82
Juvenile	41	71	\$ 31,060.74	98	\$ 36,854.42	\$ 376.07	664	837	\$ 383,356.68	\$ 458.01
Lawyer of the Day - Custody	223	242	\$ 57,828.96	293	\$ 70,151.16	\$ 239.42	2,884	2,716	\$ 637,776.52	\$ 234.82
Lawyer of the Day - Juvenile	17	15	\$ 2,234.86	22	\$ 3,260.05	\$ 148.18	290	244	\$ 50,513.08	\$ 207.02
Lawyer of the Day - Walk-in	182	187	\$ 45,635.16	236	\$ 57,143.44	\$ 242.13	1,858	1,726	\$ 410,390.38	\$ 237.77
Misdemeanor	926	752	\$ 258,512.25	1,102	\$ 367,772.41	\$ 333.73	10,143	8,620	\$ 2,837,739.34	\$ 329.20
Petition, Modified Release Treatment	0	1	\$ 276.00	4	\$ 1,893.83	\$ 473.46	7	58	\$ 27,205.95	\$ 469.07
Petition, Release or Discharge	0	0		1	\$ 475.25	\$ 475.25	1	9	\$ 6,134.88	\$ 681.65
Petition, Termination of Parental Rights	41	50	\$ 45,630.65	79	\$ 66,686.39	\$ 844.13	360	847	\$ 571,956.26	\$ 675.27
Post Conviction Review	3	6	\$ 4,296.00	13	\$ 17,668.05	\$ 1,359.08	68	92	\$ 131,336.50	\$ 1,427.57
Probate	2	1	\$ 2,250.00	1	\$ 2,250.00	\$ 2,250.00	32	19	\$ 30,562.20	\$ 1,608.54
Probation Violation	133	104	\$ 38,720.21	144	\$ 57,274.03	\$ 397.74	1,394	1,435	\$ 596,961.37	\$ 416.00
Represent Witness on 5th Amendment	0	0		0			8	5	\$ 2,658.00	\$ 531.60
Resource Counsel Criminal	0	2	\$ 438.00	3	\$ 744.00	\$ 248.00	0	24	\$ 3,894.00	\$ 162.25
Resource Counsel Juvenile	0	0		0			0	5	\$ 468.00	\$ 93.60
Resource Counsel Protective Custody	0	1	\$ 90.00	1	\$ 90.00	\$ 90.00	2	5	\$ 1,092.00	\$ 218.40
Review of Child Protection Order	24	177	\$ 97,096.10	251	\$ 138,048.74	\$ 549.99	729	2,726	\$ 1,417,311.36	\$ 519.92
Revocation of Administrative Release	2	0		0			14	10	\$ 3,596.92	\$ 359.69
<b>DefenderData Sub-Total</b>	<b>2,524</b>	<b>2,571</b>	<b>\$ 1,189,060.65</b>	<b>3,606</b>	<b>\$ 1,665,780.45</b>	<b>\$ 461.95</b>	<b>28,680</b>	<b>31,732</b>	<b>\$ 14,455,179.83</b>	<b>\$ 455.54</b>
<b>Paper Voucher Sub-Total</b>										
<b>TOTAL</b>	<b>2,524</b>	<b>2,571</b>	<b>\$1,189,060.65</b>	<b>3,606</b>	<b>\$1,665,780.45</b>	<b>\$ 461.95</b>	<b>28,680</b>	<b>31,732</b>	<b>\$ 14,455,179.83</b>	<b>\$ 455.54</b>

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Activity Report by Court

6/30/2021

Court	Jun-21						Fiscal Year 2021			
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid	Average Amount
ALFSC	5	6	\$ 2,206.80	7	\$ 3,457.80	\$ 493.97	49	60	\$ 26,591.30	\$443.19
AUBSC	1	3	\$ 180.00	3	\$ 180.00	\$ 60.00	10	11	\$ 5,632.00	\$512.00
AUGDC	48	31	\$ 17,227.35	53	\$ 30,232.17	\$ 570.42	435	654	\$ 371,370.00	\$567.84
AUGSC	3	1	\$ 276.00	6	\$ 3,344.33	\$ 557.39	65	121	\$ 68,815.70	\$568.72
BANDC	53	87	\$ 25,346.60	109	\$ 33,304.60	\$ 305.55	742	1,268	\$ 364,474.79	\$287.44
BANSC	1	1	\$ 588.00	1	\$ 588.00	\$ 588.00	4	9	\$ 4,842.70	\$538.08
BATSC	0	0		0			2	3	\$ 1,695.00	\$565.00
BELDC	9	20	\$ 6,838.23	38	\$ 20,671.97	\$ 544.00	132	397	\$ 210,379.83	\$529.92
BELSC	0	0		0			3	1	\$ 126.00	\$126.00
BIDDC	49	92	\$ 43,756.18	120	\$ 65,662.40	\$ 547.19	522	827	\$ 506,738.29	\$612.74
BRIDC	8	14	\$ 8,748.00	17	\$ 8,862.00	\$ 521.29	121	267	\$ 131,938.24	\$494.15
CALDC	1	7	\$ 4,080.00	13	\$ 6,288.00	\$ 483.69	48	94	\$ 48,301.15	\$513.84
CARDC	11	30	\$ 15,559.76	30	\$ 15,487.76	\$ 516.26	83	276	\$ 117,449.29	\$425.54
CARSC	0	0		0			1	1	\$ 360.00	\$360.00
DOVDC	8	10	\$ 6,238.36	16	\$ 9,019.08	\$ 563.69	80	167	\$ 77,583.56	\$464.57
DOVSC	0	0		0			1	0		
ELLDC	4	25	\$ 19,274.56	46	\$ 32,513.56	\$ 706.82	178	424	\$ 265,151.26	\$625.36
ELLSC	0	0		0			2	2	\$ 330.00	\$165.00
FARDC	13	25	\$ 26,615.76	30	\$ 28,060.95	\$ 935.37	75	190	\$ 122,012.13	\$642.17
FARSC	1	0		0			2	4	\$ 2,347.35	\$586.84
FORDC	4	7	\$ 6,440.99	16	\$ 12,788.99	\$ 799.31	91	148	\$ 80,105.52	\$541.25
HOUDC	8	18	\$ 14,061.41	22	\$ 16,495.95	\$ 749.82	110	256	\$ 152,618.50	\$596.17
HOUSC	0	0		1	\$ 862.00	\$ 862.00	3	2	\$ 1,432.00	\$716.00
LEWDC	58	82	\$ 44,652.73	114	\$ 57,844.21	\$ 507.41	742	1,177	\$ 617,067.34	\$524.27
LINDC	11	17	\$ 6,865.60	23	\$ 8,512.48	\$ 370.11	107	157	\$ 72,099.72	\$459.23
MACDC	3	5	\$ 2,982.00	7	\$ 4,314.00	\$ 616.29	21	64	\$ 40,911.63	\$639.24
MACSC	0	0		0			3	4	\$ 2,606.30	\$651.58
MADDC	1	0		0			8	4	\$ 1,600.08	\$400.02
MILDC	7	13	\$ 4,342.00	14	\$ 4,666.00	\$ 333.29	65	89	\$ 26,995.60	\$303.32
NEWDC	13	36	\$ 11,727.27	47	\$ 15,293.19	\$ 325.39	144	328	\$ 111,898.73	\$341.15
PORDC	62	105	\$ 51,105.50	130	\$ 57,762.50	\$ 444.33	877	1,424	\$ 711,111.08	\$499.38
PORSC	2	5	\$ 2,355.00	5	\$ 2,355.00	\$ 471.00	16	9	\$ 5,614.52	\$623.84
PREDC	4	10	\$ 6,282.00	21	\$ 11,512.48	\$ 548.21	111	258	\$ 108,964.74	\$422.34
RODC	25	12	\$ 2,650.80	18	\$ 5,276.40	\$ 293.13	196	280	\$ 126,726.07	\$452.59
ROSC	1	2	\$ 810.00	3	\$ 1,050.00	\$ 350.00	8	12	\$ 3,198.00	\$266.50
RUMDC	9	17	\$ 12,649.60	31	\$ 20,760.66	\$ 669.70	112	271	\$ 188,506.96	\$695.60
SKODC	21	41	\$ 16,913.58	51	\$ 20,200.08	\$ 396.08	301	634	\$ 279,104.76	\$440.23
SKOSC	2	0		0			7	1	\$ 330.00	\$330.00
SOUDC	12	14	\$ 6,975.00	20	\$ 10,320.00	\$ 516.00	100	192	\$ 100,802.77	\$525.01
SOUSC	1	0		1	\$ 540.00	\$ 540.00	5	4	\$ 1,017.50	\$254.38
SPRDC	20	44	\$ 32,017.71	54	\$ 38,149.47	\$ 706.47	310	517	\$ 309,973.87	\$599.56
Law Ct	13	9	\$ 14,132.89	15	\$ 20,813.60	\$ 1,387.57	88	131	\$ 222,376.60	\$1,697.53
YORCD	320	250	\$ 123,976.46	334	\$ 155,804.85	\$ 466.48	2,530	2,233	\$ 1,194,803.20	\$535.07
ARODC	92	98	\$ 35,550.02	167	\$ 61,904.70	\$ 370.69	1,501	1,353	\$ 473,037.19	\$349.62
ANDCD	175	189	\$ 78,269.76	248	\$ 115,568.36	\$ 466.00	2,099	2,085	\$ 818,068.52	\$392.36
KENCD	180	177	\$ 80,997.09	241	\$ 106,897.49	\$ 443.56	2,119	2,013	\$ 812,280.17	\$403.52
PENCD	269	172	\$ 80,012.81	238	\$ 91,617.92	\$ 384.95	2,903	2,170	\$ 878,025.90	\$404.62
SAGCD	42	37	\$ 14,430.30	44	\$ 17,745.78	\$ 403.31	421	394	\$ 146,814.43	\$372.63
WALCD	64	65	\$ 23,405.48	77	\$ 26,474.64	\$ 343.83	751	593	\$ 230,426.82	\$388.58
PISCD	21	9	\$ 1,440.44	29	\$ 10,521.16	\$ 362.80	243	219	\$ 66,532.13	\$303.80
HANCD	45	33	\$ 17,236.56	59	\$ 27,409.56	\$ 464.57	669	587	\$ 263,407.34	\$448.73
FRACD	29	26	\$ 8,082.46	44	\$ 15,177.10	\$ 344.93	467	546	\$ 224,400.52	\$410.99
WASCD	27	34	\$ 19,117.40	54	\$ 26,285.00	\$ 486.76	538	500	\$ 223,484.18	\$446.97
CUMCD	457	425	\$ 174,208.64	559	\$ 236,748.67	\$ 423.52	4,609	4,144	\$ 1,901,997.72	\$458.98
KNOCD	81	57	\$ 31,780.41	105	\$ 51,203.59	\$ 487.65	826	717	\$ 283,582.34	\$395.51
SOMCD	75	71	\$ 29,370.15	107	\$ 50,688.41	\$ 473.72	910	850	\$ 270,405.03	\$318.12
OXFCD	70	55	\$ 20,260.16	91	\$ 39,958.60	\$ 439.11	995	1,002	\$ 391,040.21	\$390.26
LINCD	32	34	\$ 12,129.43	47	\$ 18,685.47	\$ 397.56	455	475	\$ 184,493.39	\$388.41
WATDC	21	29	\$ 14,780.40	52	\$ 31,734.20	\$ 610.27	270	533	\$ 292,486.80	\$548.76
WESDC	13	11	\$ 3,264.00	16	\$ 7,070.32	\$ 441.90	221	330	\$ 162,735.28	\$493.14
WISDC	6	3	\$ 1,401.00	5	\$ 1,647.00	\$ 329.40	77	130	\$ 83,683.12	\$643.72
WISSC	0	0		0			1	6	\$ 6,087.20	\$1,014.53
YORDC	13	7	\$ 5,448.00	7	\$ 5,448.00	\$ 778.29	95	114	\$ 56,187.46	\$492.87
<b>TOTAL</b>	<b>2,524</b>	<b>2,571</b>	<b>\$ 1,189,060.65</b>	<b>3,606</b>	<b>\$ 1,665,780.45</b>	<b>\$ 461.95</b>	<b>28,680</b>	<b>31,732</b>	<b>\$14,455,179.83</b>	<b>\$455.54</b>

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

**Number of Attorneys Rostered by Court**

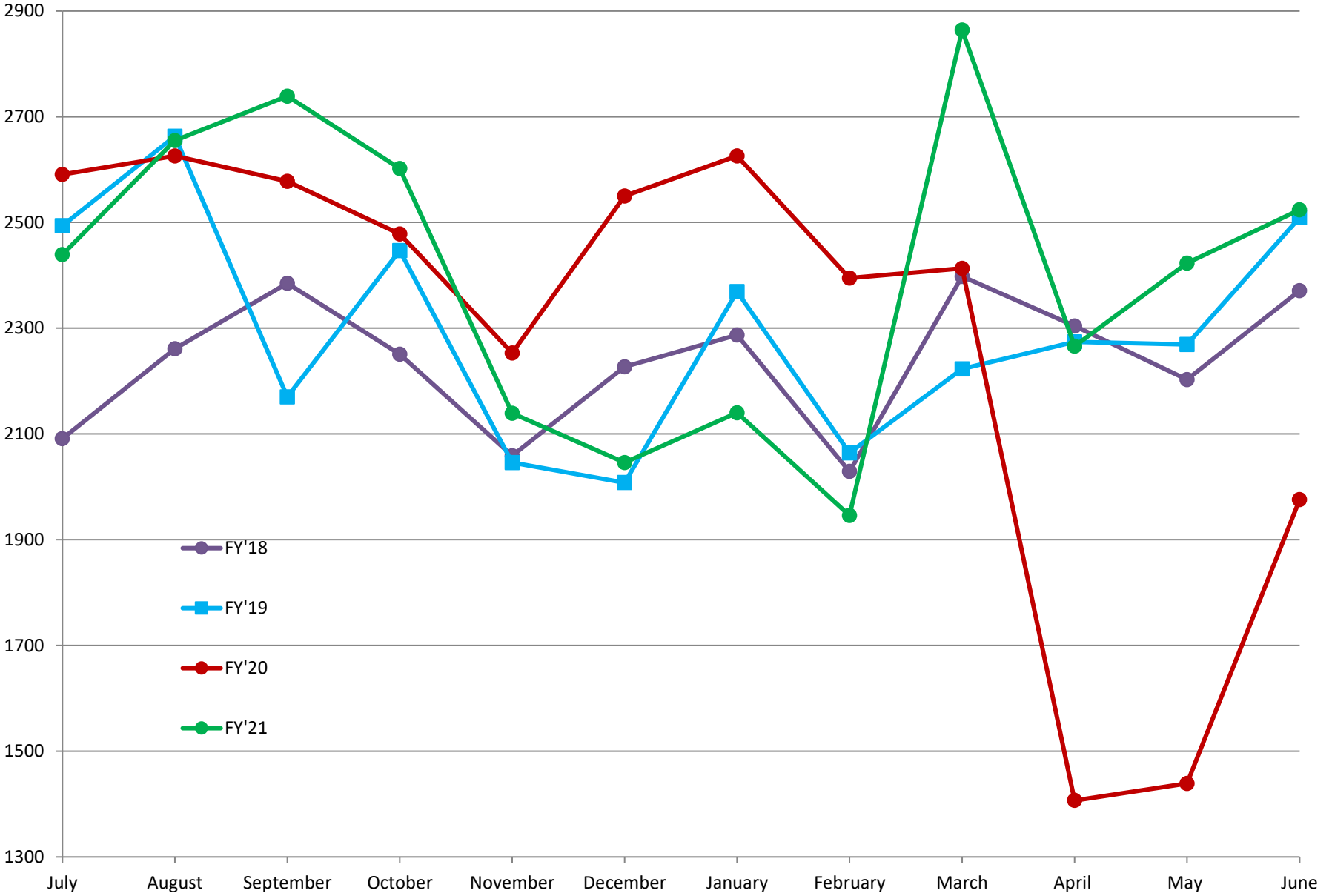
**7/23/2021**

<b>Court</b>	<b>Rostered Attorneys</b>
Augusta District Court	72
Bangor District Court	37
Belfast District Court	34
Biddeford District Court	101
Bridgton District Court	62
Calais District Court	9
Caribou District Court	15
Dover-Foxcroft District Court	23
Ellsworth District Court	28
Farmington District Court	28
Fort Kent District Court	11
Houlton District Court	12
Lewiston District Court	99
Lincoln District Court	20
Machias District Court	14
Madawaska District Court	11
Millinocket District Court	14
Newport District Court	26
Portland District Court	120
Presque Isle District Court	13
Rockland District Court	28
Rumford District Court	19
Skowhegan District Court	19

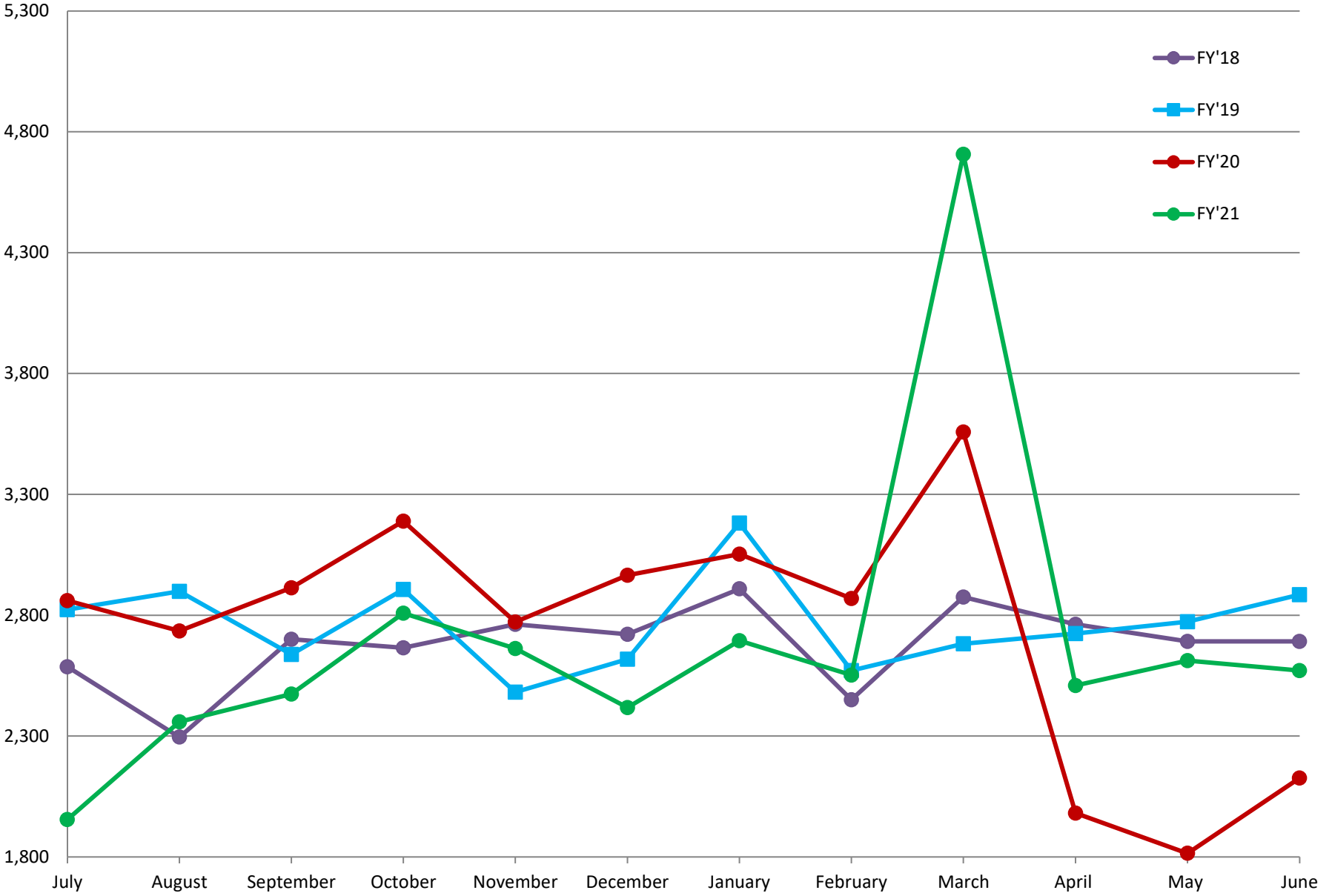
<b>Court</b>	<b>Rostered Attorneys</b>
South Paris District Court	41
Springvale District Court	86
Unified Criminal Docket Alfred	84
Unified Criminal Docket Aroostook	21
Unified Criminal Docket Auburn	80
Unified Criminal Docket Augusta	68
Unified Criminal Docket Bangor	36
Unified Criminal Docket Bath	73
Unified Criminal Docket Belfast	32
Unified Criminal Docket Dover Foxcroft	20
Unified Criminal Docket Ellsworth	30
Unified Criminal Docket Farmington	31
Unified Criminal Docket Machias	15
Unified Criminal Docket Portland	119
Unified Criminal Docket Rockland	23
Unified Criminal Docket Skowhegan	19
Unified Criminal Docket South Paris	38
Unified Criminal Docket Wiscasset	44
Waterville District Court	34
West Bath District Court	83
Wiscasset District Court	49
York District Court	79



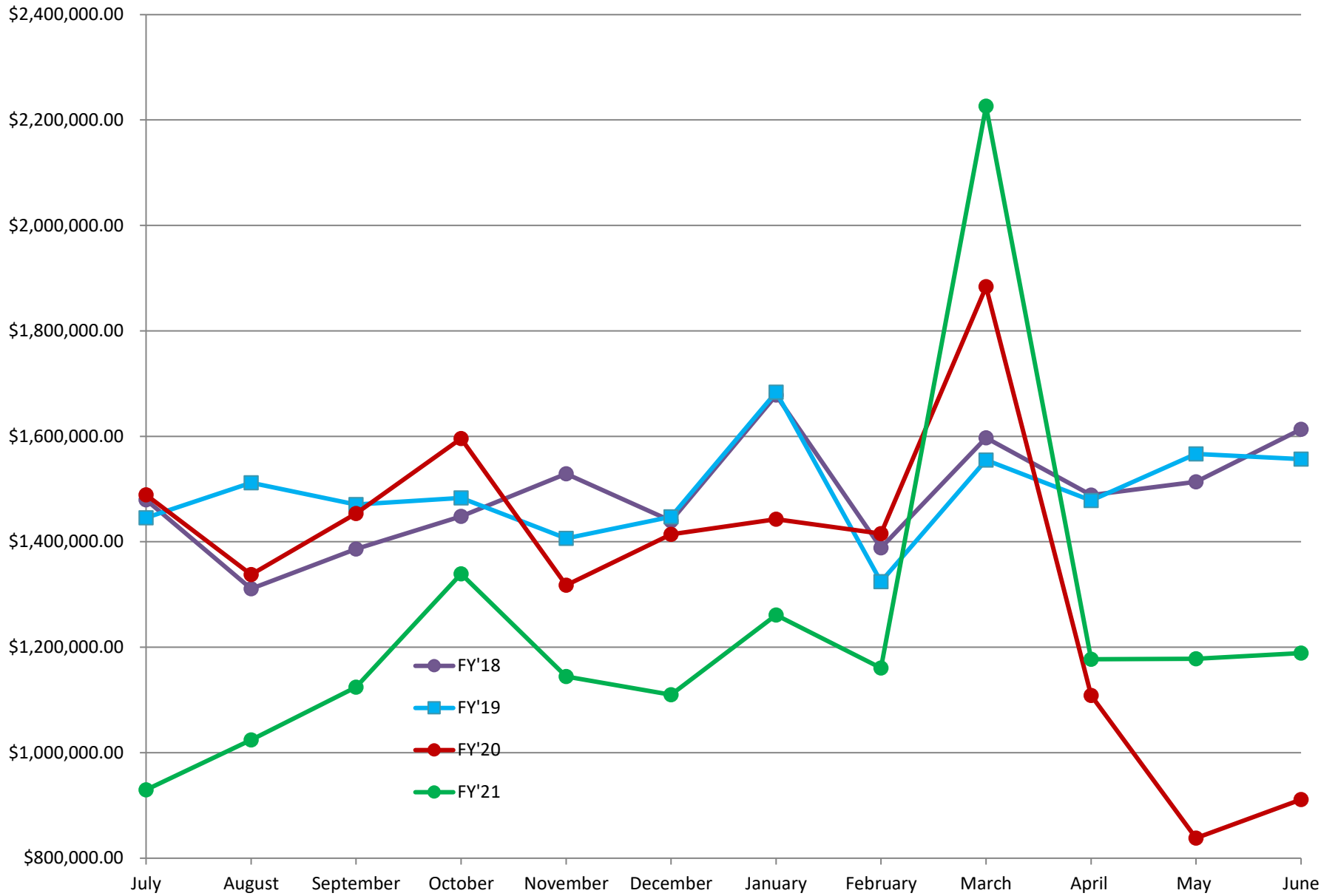
# NEW CASES



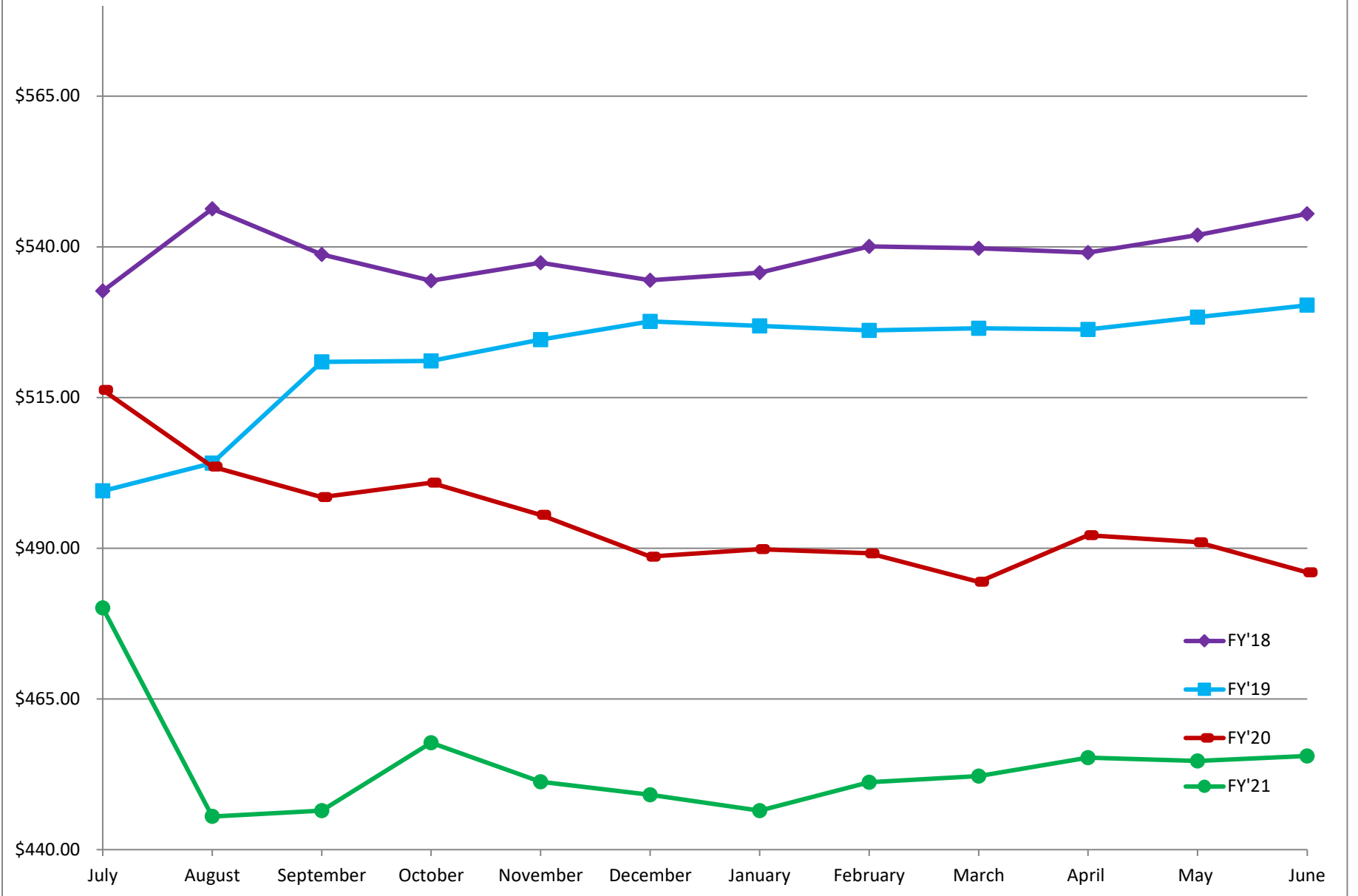
# Submitted Vouchers



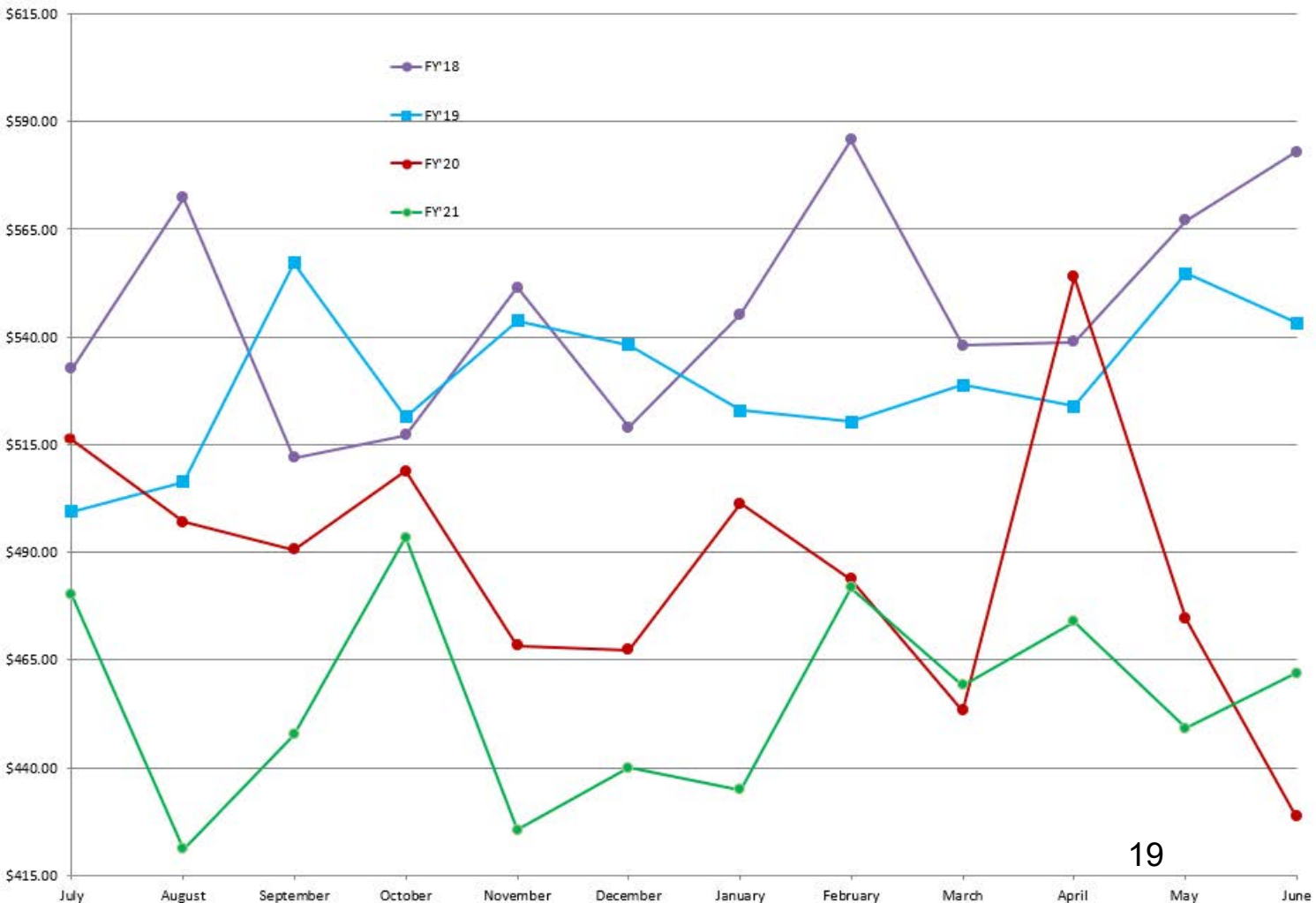
# Submitted Voucher Amount



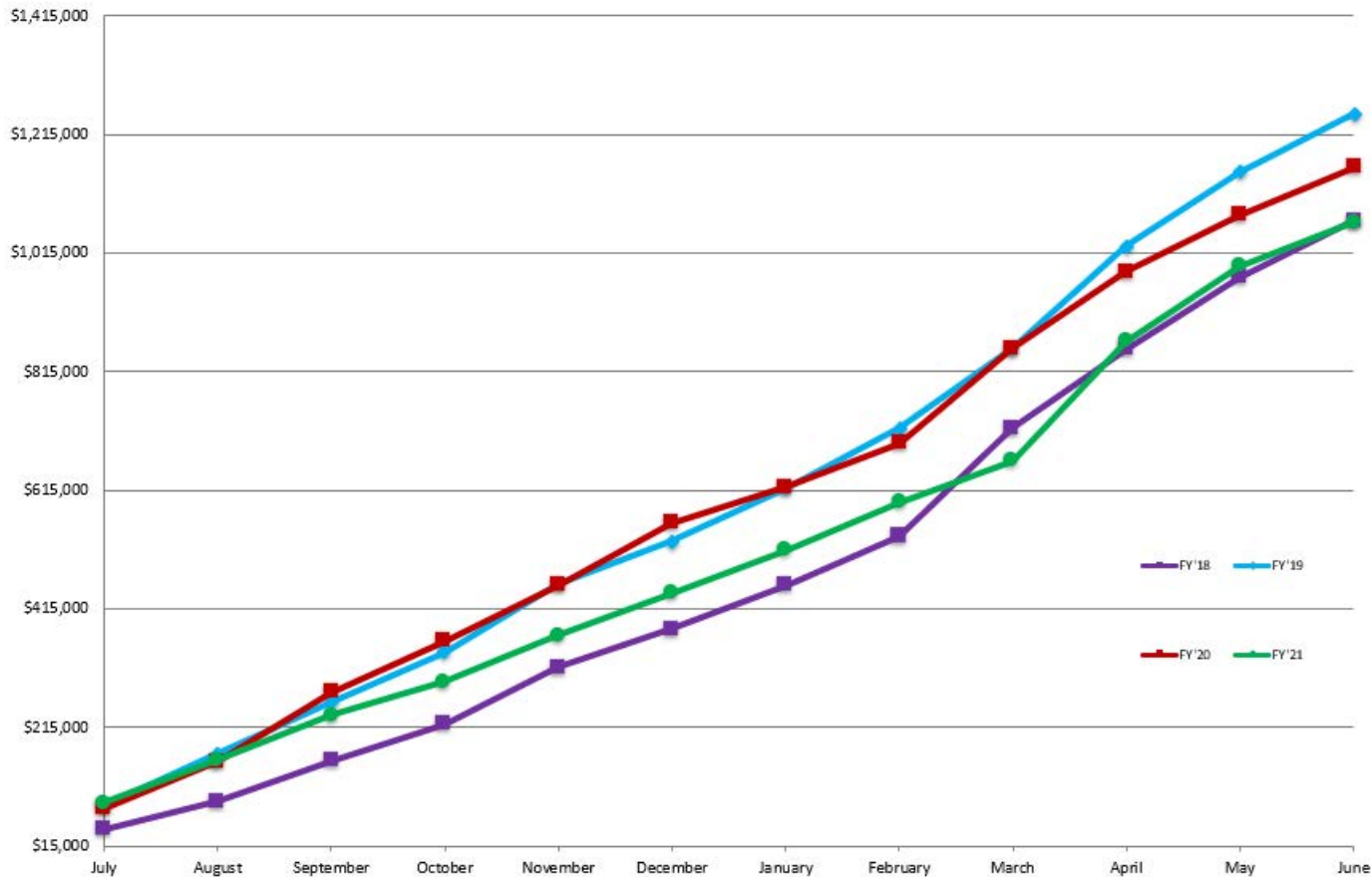
### Average Voucher Price Fiscal Year to Date



# Monthly Price Per Voucher



# COLLECTION TOTALS FY'18 to FY'21



# Commission Member Remote Participation Policy

**POLICY:** In accordance with 1 M.R.S. § 403-B, it is the policy of the Maine Commission on Indigent Legal Services (“Commission”) to allow Commission members and Executive Staff to participate in Commission meetings remotely using synchronous telephonic or video technology allowing simultaneous reception and exchange of information.

1. It is the expectation that all members of the Commission and Executive Staff will be physically present for public proceedings conducted by the Commission except when being physically present is not practicable.
2. Circumstances in which the physical presence of one or more of the members or Executive Staff of the Commission is not practicable include:
  - A. The existence of an emergency or urgent issue that requires the Commission to meet by remote methods. The existence of an emergency or urgent issue under this subsection shall be determined by the Commission Chair, or if the Chair is unavailable, by the Executive Director. An “emergency” or “urgent issue” includes but is not limited to:
    1. A declaration of emergency issued by the Governor of the State of Maine or the President of the United States; and
    2. An immediate operational need that must be addressed more quickly than may be permitted by in-person scheduling.
  - B. The need for a Commission member or Executive Staff member to provide direct care to a family or household member, including, without limitation, childcare.
  - C. Illness or other physical condition as determined by the individual Commission member or Executive Staff member that causes the member to face significant difficulties to travel to or attend the public Commission proceeding.
  - D. Temporary absence from the State that would cause the Commission member or Executive Staff member to face significant difficulties traveling to and attending the public Commission proceeding in person as determined by the individual Commission member.
  - E. Whenever a member of the Commission or an Executive Staff member must travel a significant distance to be physically present at the public Commission proceeding. “Significant distance” means any distance that is more than 100 miles from the Commission’s offices in Augusta, Maine.
  - F. Whenever there are geographic characteristics or meteorological conditions that impede safety or slow travel, including but not limited to islands not connected by bridges or significant weather events such as hurricanes, snowstorms, ice storms or nor’easters. The existence of geographic characteristics or meteorological conditions that impede safety or

slow travel under this subsection shall be determined by the Commission Chair, or if the Chair is unavailable, by the Executive Director.

3. The Commission shall provide members of the public a meaningful opportunity to attend a public proceeding of the Commission by remote means whenever members of the Commission participate by remote methods or when necessary to provide reasonable accommodation and access to individuals with disabilities. Any member of the public needing and requesting accommodation to access a public Commission proceeding should contact Commission staff at: [mcils@maine.gov](mailto:mcils@maine.gov).
4. Whenever the Commission is scheduled to allow or required to provide an opportunity for public input during a public Commission proceeding, the Commission shall provide an effective means of communication between the members of the Commission and the public.
5. Whenever a member of the Commission will be participating remotely, the Commission's notice of the public Commission proceeding will include the means by which members of the public may access the proceeding remotely and identify a physical location for members of the public to attend in person. The Commission may not limit the public's ability to attend a public proceeding in person except during the existence of an emergency or urgent issue or there are geographic characteristics or meteorological conditions that impede safety or slow travel that requires the Commission to meet by remote methods.
6. A member of the Commission who participates remotely in a public Commission proceeding is present for purposes of a quorum and voting.
7. All votes taken by the Commission during a public Commission proceeding using remote methods for participation by any Commission member must be taken by roll call vote that can be seen and heard if using video technology, and heard if using audio only technology, by the other members of the Commission and the public.
8. The Commission shall make all non-confidential documents and other materials, electronic or otherwise, considered by it during a public proceeding available to the public who attend by remote means to the same extent customarily available to members of the public who attend Commission public proceedings in person so long as no additional costs are incurred by the Commission.

EFFECTIVE DATE:



**STATE OF MAINE**  
**Maine Commission on Indigent Legal Services**



**RFP# (Inserted by Procurement Services when assigned/approved)**

**Case Management and Billing System**

<b>RFP Coordinator</b>	<p>All communication regarding the RFP <u>must</u> be made through the RFP Coordinator identified below.</p> <p><b>Name:</b> Justin W. Andrus, Esq. <b>Title:</b> (Interim) Executive Director  <b>Contact Information:</b> <a href="mailto:justin.andrus@maine.gov">justin.andrus@maine.gov</a></p>
<b>Submitted Questions Due</b>	<p>All questions <u>must</u> be received by the RFP Coordinator identified above by:  <b>Date:</b> (Insert Date), no later than 11:59 p.m., local time</p>
<b>Proposal Submission</b>	<p>Proposals <u>must</u> be received by the Division of Procurement Services by:  <b>Submission Deadline:</b> (Insert Date), no later than 11:59 p.m., local time.  Proposals <u>must</u> be submitted electronically to the following address:  <b>Electronic (e-mail) Submission Address:</b> <a href="mailto:Proposals@maine.gov">Proposals@maine.gov</a></p>

Commented [AJ1]: ADD DATE CLOSER TO RELEASE

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**Commented [LC2]:** Finalize (revise if sections added or deleted) and enter page numbers in yellow highlighted sections after RFP has been approved and returned from Procurement Services.

**PUBLIC NOTICE**

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**State of Maine  
Maine Commission on Indigent Legal Services  
RFP# (Inserted by Procurement Services when assigned/approved)  
Case Management and Billing System**

The State of Maine is seeking proposals for a case management and billing system to permit the Maine Commission on Indigent Legal Services to provide oversight of its attorneys, and for those attorney to bill the Commission for the legal services they provide.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at:

<https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on (Insert date). Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services' aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

Commented [AJ3]: ADD DATE CLOSER TO RELEASE

\*\*\*\*\*

### RFP TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

<u>Term/Acronym</u>	<u>Definition</u>
<b>Department</b>	Maine Commission on Indigent Legal Services
<b>RFP</b>	Request for Proposal
<b>State</b>	State of Maine

**State of Maine – Commission on Indigent Legal Services**  
**RFP# (Inserted by Procurement Services when assigned/approved)**  
**Case Management and Billing System**

**PART I INTRODUCTION**

**A. Purpose and Background**

The **Maine Commission on Indigent Legal Services** (Department) is seeking a **case management and billing system** as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Commission is responsible for providing and overseeing appointed counsel for indigent clients in Maine. Historically, the Commission uses contracted private attorneys exclusively. Prospectively, the Commission will use a mix of employee attorneys and contracted attorneys. The Commission needs a case management and billing system that will allow it to perform appropriate oversight of attorney work and performance, and that will allow the contract attorneys to bill the Commission for the legal services each provides.

**B. General Provisions**

1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of the RFP.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).

- 8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
- 9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

**C. Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	July 1, 2022	June 30, 2024
Renewal Period #1	July 1, 2024	June 30, 2026
Renewal Period #2	July 1, 2027	June 30, 2028

**D. Number of Awards**

The Department anticipates making **one** award as a result of the RFP process.

**Commented [LC4]:** The standard term for a State of Maine service contract that resulted from an RFP is an **initial two-years of performance**, followed by two renewals: **the first renewal for two years and the second renewal for one year** for a total of five years. The second renewal should be considered an opportunity to complete a new RFP, as needed. These terms can be modified, such as 1 one-year initial period of performance with 4 one-year renewals, at the issuing Department's discretion but should not exceed the total of five years of performance. Also, the Department can choose to use fewer than five years. Departments are encouraged, however, to have a two-year initial period of performance.

If you believe that your requested services require, or should have, additional years of performance beyond five years, please provide that justification with the RFP when it is submitted to the Division of Procurement Services for review/approval.

**Commented [LC5]:** If there will be a particular structure to the way in which awards are made, please explain that in this section. If there are to be multiple awards, include a breakdown to show how the awards will be made. For example, by county, district, region, etc. or simply the highest bidders.

If you are unsure if you want to make one or multiple awards and want to make that final determination based on the submitted proposals, change the sentence above to read that **"The Department reserves the right to make one or multiple awards, whichever is in the best interests of the State, as a result of this RFP process."** This should be a rare situation.

## **PART II SCOPE OF SERVICES TO BE PROVIDED**

The Maine Commission on Indigent Legal Services ("MCILS") seeks a computer system that will provide MCILS with the ability to effectively and efficiently manage the caseloads within its jurisdiction and to oversee the time expended by attorneys assigned to handle those cases. The system must allow assigned counsel to enter their time into an MCILS-controlled billing system and must generate a payment order file transfer to the State of Maine AdvantageME accounting system for payment to assigned counsel. The system must have a comprehensive reporting capability to allow for the easy creation of reports of data existing within the computer system. The computer system must provide MCILS with (1) a method for accurately tracking and monitoring caseloads of assigned, contract, and employee counsel; (2) an assigned counsel voucher review and payment authorization system; and (3) the ability to accurately collect, record and report detailed expenditure and case load data.

The system should be able to receive information through LEDES and/or UTBMS standards.

Bidders should inform the MCILS if their proposed system permits assigned counsel to use the system as their own case, document and time management system. These options are preferred.

Similarly, Bidders should inform the MCILS if their proposed system permits assigned counsel to use the system from mobile devices, either through a browser or an application. These options are preferred.

Bidders are encouraged to propose best practice system design, documenting the basis for their proposals and including examples of existing systems using that design. The system must be user friendly and must accommodate a wide variety of users with varying technical competence in computer software and case management applications. Hosting of the system is expected to be via Application Service Provider (ASP), which must provide for appropriate security and backup capabilities. Bidders must describe the Information Technology architecture so that the MCILS will understand such characteristics as the database, data model, location of data storage, data security, and location of application hosting. . Such descriptions must show how the proposed solution conforms to State standards as found on the Office of Information Technology web site at: <http://www.maine.gov/oit/policies/index.shtml>

If the proposed system requires hardware, bidders must provide details of minimal and optimal hardware configurations of client machines for the software solution proposed including: processor type and speed; internal memory requirement; internal hard drive storage requirement if any; video display and drive requirement; operating system requirement; back up and recovery requirement; and modem speed.

The bidder must propose all staffing required to successfully implement the solution with a minimum of dependence on State personnel. The bidder has primary responsibility to staff product installation, package validation/due diligence, training and statewide installation as well as on-going software support. Any required State personnel involvement must be detailed in the proposal.

The MCILS Case Management system must meet the following minimum requirements:

## A. Services

Vendor must possess a strong understanding of MCILS's systems and specifically the current functions of the MCILS in Maine. The proposed case management system must do the following:

- Integrate with the State of Maine Judicial Branch case management system to permit import of case data and export of attorney eligibility status.
- **Tracking and Case Progress.** Assign sequential case numbers upon opening a case report and provide a complete record of information gathered. Allow segregation of cases by court, charge, lawyer and client. Provide for the on-line ability to track case progress from the time a case is generated through the time that it is closed. Provide the ability to reopen cases at a later date.
- **Organization of Information.** Provide a logical structure to record information collected during different phases of the case. Information entry should proceed logically with association of different screens as necessary for each type of case.
- **Administrative Review.** Provide the ability for administrative case and lawyer review and oversight, from within the application, for each case. This feedback mechanism must produce an audit trail to show when and if a report has been updated by a user. Requires ability to log any outside reports or testing requested and the date they are received.
- **Time and Billing Entry.** Allow assigned counsel to enter their time into an MCILS controlled billing system and must allow the ISLC to generate a payment order within billing system to the State of Maine Revenue Service for payment to assigned counsel.
- **Ownership of Information.** Recognize and maintain the MCILS's control and ownership of the information on the system.

## Software

The Proposed Case Management System's Software must:

- Interface and be compatible with the State of Maine accounting system so as to permit payment of invoices to assigned counsel. At the present time, State of Maine agencies process payables using AdvantageME software from CGI-AMS, Inc.
- Be Web-based.
- Support commonly used Internet browsers without requiring browser upgrades or plug-ins.
- Have a Windows-like, graphical user interface.
- Be easily useful to users with a wide variety of abilities.
- Have ability to easily reactivate data archived from previous years, with no limit on the number of years of data that can be archived.



- Re-use maximum information.
- Allow entry and access to information on-line. Information entered should be accessible immediately after entry (e.g., real time).
- View reports on-line or route to a user-defined local printer for hard copy.
- Supply various forms of user help including:
  - On-line
  - Context sensitive
  - Current field prompts
  - Training facility for core capabilities
- Be compatible with Windows and Apple/MAC operating systems.
- Meet the performance requirements as defined in this RFP.
- Possess on-line system administration functions for capabilities such as security administration and reference table maintenance.

### **Conversion and Incorporation of Historical Data**

The proposed software must incorporate existing historical data on closed cases as well as on-going cases.

### **The Proposed Case Management System's Security**

The proposed software must provide multiple types of security including, but not limited to, the following features:

- Unique user ID for each user.
- Passwords that expire on a system administrator-defined schedule and that can be changed at any time by an authorized individual.
- Restrict access to the application and/or function within the tool by user ID.
- Access control to all data and to the applications software and employ password protection to restrict access to varying hierarchical levels of data and function.
- Protect from unauthorized access to both the database(s) and system modules.
- Security must be defined on a user-by-user basis, consistent with their organization's operational authority or their specific job responsibilities, such as:
  - Read only, printing of selected reports
  - Read only, printing of all reports
  - Input, printing of only specific reports
  - Input, printing of all reports
  - Read only of all agency designee's data and printing of all reports for any agency designee
  - System administration, all inputs, all printing
- Have ability to override user-defined security levels in order to permit global access of specific information as determined by a central administrator and include safeguarding from unauthorized modifications to the software tools.
- Provide an audit trail of system activity that will allow administrators to track data transactions relating to the addition and modification of records.

- Transmit data via a secured method to ensure all data remains confidential. (The bidder must specify in the proposal the encryption method used).

## **Reporting**

Bidders must provide the capability to produce reports through their proposed Case Management System. All reports must have sort capability at multiple levels on any data element on the report. Reports must include but are not limited to:

- Standard Reports. Provide the ability to produce final reports that integrate preestablished information.
- Ad Hoc Reports. Provide the capability to support ad hoc queries to be performed on any specific field or combination of fields.

## **Backup and Recovery Requirements**

The proposal must include procedures to ensure that, in the event of a major problem at an installation, test or production site, a mechanism exists to reconstruct the software tools and the effected data. The proposed procedure must clearly define all related responsibilities and their proposed assignment to vendor or state staff.

## **Product/Solution Installation**

Bidders must provide a detailed plan to perform initial installation of the product/solution, and assurance that the product/solution is functioning in accordance with specifications. This plan must include the number of personnel assigned, qualifications of assigned personnel, involvement required from State of Maine personnel, and details of assurance tests to verify the installation.

Bidders must include details of on-site assistance provided to State of Maine personnel during initial configuration of the proposed product/solution. This must include the number of personnel assigned, qualifications of assigned personnel, and extent of assistance provided.

## **Product/Solution Warranty Requirements**

Bidders must include a one-year warranty against defect of the product/solution. The warranty period begins on the date of final acceptance of the delivered system and fulfillment of all contract responsibilities by the vendor. This warranty must include any product/solution patches, bug fixes, product/solution upgrades, and major software releases issued during the first year after acceptance.

## **Administrative Requirements**

The bidder will be required to assign a project manager to the project. The bidder will be required to manage the project resources to ensure the requirements of this RFP are satisfied. Bidders must propose an effective and sufficiently formalized approach to project management that allows for the anticipation of problems, potential delays and the formulation and execution of appropriate corrective action. This approach shall address:

- Scheduling
- Status tracking and reporting
- Change management
- Issue tracking and resolution

## Work Plan

The bidder must submit a Work Plan that describes:

- How the product/solution or service will be provided.
- When the product/solution or service will be provided.
- How the quality of work performed will be assured.
- How the bidder will approach problem identification, tracking and resolution.
- How corrective action will be taken in situations where performance and/or quality of work does not meet the RFP requirements.
- How the bidder will interface with State staff.
- How status and progress will be reported.
- If subcontracting is allowed under the terms of this RFP, how the bidder will manage subcontractors and reporting relationships.
- All payment milestones and deliverables.
- Significant milestones/events.
- Deliverable submission dates.
- State Deliverable Review Periods (see Submission of Deliverables below of this RFP).
- A schedule detailing all tasks and subtasks and approximate times required by the proposed product/solution installation, including:
  - o Initial product/solution installation
  - o Initial product/solution configuration for customer requirements
  - o Customer training in product/solution use
- All tasks and subtasks with the estimated amounts of State and Contract staff days shown separately by task, by role.
- The following two (2) tasks at the start of each major project task:
  - o Review and finalize task plan and associated resource assignments
  - o Define the outline/detailed contents of the task deliverables
- A Gantt chart showing the planned start and end dates for all tasks and subtasks, indicating the interrelationship of subtasks, and identifying the critical path(s).
- A mechanism for updating the work plan in conjunction with the weekly reporting requirement throughout the project.
- Notwithstanding the periodic updating of the plan described above, the project work plan must be updated at least seven (7) days prior to the start of each major task (except the Department initiated tasks).
- The plan and all future updates must provide for substantial deliverables at least every fourteen (14) days. A deliverable is substantial if it provides comprehensive information about progress to date of the subject task. Such deliverables may include, but are not limited to reports, documents, walkthroughs, prototypes, test results, presentations and demonstrations.
- The plan and all future updates must allow adequate time (at least five (5) workdays) for review and comment on deliverables, and revision or correction of deliverables by the vendor.

Upon execution of the contract, the contractor must prepare and submit for approval an updated Work Plan that details the contracting deliverables to the Project Manager within twenty (20) business days of contract signing. The Updated Work Plan must reflect the contractor's understanding of the OCME's requirements as derived from the contractor's work during the first

twenty (20) days of the project. The Work Plan must be submitted for OCME approval. The Updated Work Plan will be incorporated into the contract between the State and contractor and will be made a part thereof. All deliverables approved by the OCME will be considered part of the contract. In the event any disagreement arises as to any term or provision to be included in the Updated Work Plan, the State will determine such term or provision.

#### B. Pricing

Pricing should reflect that assigned counsel will access the system as required for each case/client to which they are assigned. Pricing based on a per license fee will most likely not be feasible. Pricing based on a per case price will probably be preferred. The number of cases is likely to range from 25,000 to 35,000 although the final number of cases is not within MCILS's control. Nevertheless, MCILS will entertain any pricing formulae.

#### C. Payments

Payments will be made on an agreed upon schedule.

#### D. Duration of Contract

This contract shall be for the period of the effective date of the first contract through to the following fiscal year. MCILS operates on a fiscal year beginning on July 1 of each year and continuing to the following June 30.

### PART III KEY RFP EVENTS

#### A. Questions

1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
  - a. Bidders and other interested parties must use **Appendix E – Submitted Questions Form** – for submission of questions. The form is to be submitted as a WORD document.
  - b. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator, identified on the cover page of the RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
  - c. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](#). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

#### B. Amendments

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](#). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

### C. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP. E-mails containing original proposal submissions, or any additional or revised proposal files, received after the 11:59 p.m. deadline will be rejected without exception.
2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
  - a. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
  - b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
  - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your proposal submission.
  - d. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
  - e. Bidders are to insert the following into the subject line of their e-mail proposal submission: "**RFP# (Inserted by Procurement Services when assigned/approved) Proposal Submission – [Bidder's Name]**"
  - f. Bidder's proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
    - **File 1 [Bidder's Name] – Preliminary Information:**  
*PDF format preferred*  
**Appendix A** (Proposal Cover Page)  
**Appendix B** (Debarment, Performance and Non-Collusion Certification)  
All required eligibility documentation stated in PART IV, Section I
    - **File 2 [Bidder's Name] – Organization Qualifications and Experience:**  
*PDF format preferred*  
**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.
    - **File 3 [Bidder's Name] – Proposed Services:**  
*PDF format preferred*  
All required information and attachments stated in PART IV, Section III.
    - **File 4 [Bidder's Name] – Cost Proposal:**  
*Excel format preferred*  
**Appendix D** (Cost Proposal Form) and all required information and attachments

stated in PART IV, Section IV.

## **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder's qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder's proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

### **Proposal Format and Contents**

#### **Section I Preliminary Information (File #1)**

##### **1. Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

##### **2. Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

#### **Section II Organization Qualifications and Experience (File #2)**

##### **1. Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

##### **2. Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

**3. Organizational Chart**

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

**4. Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

**5. Financial Viability**

Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

OR

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

**6. Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services (File #3)**

**1. Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

**Commented [LC6]:** Modify and add to this section as needed.

**Commented [LC7]:** Be sure to tell bidders how you want them to respond, if there is an outline they should follow or if you want narrative responses or short answers. Make sure you can evaluate what you are asking a bidder to provide and have a plan for how you will evaluate it.

**2. Implementation - Work Plan**

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

**Commented [LC8]:** This is optional and should only be used if applicable. Do not ask for an Implementation/Work Plan if your requested services do not require it and remove this section

**Section IV Cost Proposal (File #4)**

**1. General Instructions**

- a. Bidders must submit a cost proposal that covers the period starting July 1, 2022 and ending on June 30, 2024.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with

**Commented [LC9]:** Provide the Bidders with a cost proposal form to fill out – a placeholder for this form is provided in this RFP as Appendix D.

**Commented [LC10]:** Determine the period of time you want the cost proposal to cover – ex. Initial contract period vs initial contract period plus renewals.



the contract terms, conditions, and RFP requirements.

- c. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

**2. Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**Commented [LC11]:** Please modify/revise this section to fit the type of cost proposal you are requiring, being as specific as possible about how bidders should respond.

## PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

### A. Evaluation Process - General Information

1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

### B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

#### Section I. Preliminary Information (No Points – Eligibility Requirements)

#### Section II. Organization Qualifications and Experience (20 points)

Includes all elements addressed above in Part IV, Section II.

#### Section III. Proposed Services (50 points)

Includes all elements addressed above in Part IV, Section III.

#### Section IV. Cost Proposal (30 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded **30 points**. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

**Commented [LC12]:** Reminder: The total of awarded points shown below must equal 100. Also, if you made changes to the Proposal Contents section in Part IV of this RFP, be sure to update the number of sections and section titles listed below.

**Commented [LC13]:** Delete this if no eligibility requirements.

**Commented [LC14]:** If you have a situation/RFP where you believe the formula below will NOT work in scoring the cost section, please contact the Division of Procurement Services to discuss before finalizing your RFP for submission.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x (30) = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

- 4. Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

#### **C. Selection and Award**

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of conditional award selection or non-selection will be made in writing by the Department.
3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

#### **D. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](#) and [18-554 Code of Maine Rules Chapter 120](#). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

## PART VI CONTRACT ADMINISTRATION AND CONDITIONS

### A. Contract Document

1. The awarded Bidder will be required to execute a State of Maine BP54-IT with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services' website at the following link: [Division of Procurement Services Forms Page](#)

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3\(B\)\(i\)](#).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

3. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

### B. Standard State Contract Provisions

1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**Commented [LC15]:** This section should clearly state how contractors will be reimbursed for providing services – please modify if needed. Also, it should be modified to reflect any agency-specific contractual payment provisions.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Commented [LC16]:** This section is to be used to list documents, applicable statutes, links to websites, etc. that the Department wants to include with the RFP. Don't forget to include all listed appendices within your RFP, unless you are providing a website address where the Bidder can find the document on its own. Be sure to include the website address in this section for those situations.

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**State of Maine**  
**Maine Commission on Indigent Legal Services**  
**PROPOSAL COVER PAGE**  
**RFP# (Inserted by Procurement Services when assigned/approved)**  
**Case Management and Billing System**

<b>Bidder's Organization Name:</b>			
<b>Chief Executive - Name/Title:</b>			
<b>Tel:</b>		<b>E-mail:</b>	
<b>Headquarters Street Address:</b>			
<b>Headquarters City/State/Zip:</b>			
<i>(Provide information requested below if different from above)</i>			
<b>Lead Point of Contact for Proposal - Name/Title:</b>			
<b>Tel:</b>		<b>E-mail:</b>	
<b>Headquarters Street Address:</b>			
<b>Headquarters City/State/Zip:</b>			

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**State of Maine**  
**Maine Commission on Indigent Legal Services**  
**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**  
**RFP# (Inserted by Procurement Services when assigned/approved)**  
**Case Management and Billing System**

<b>Bidder's Organization Name:</b>	
------------------------------------	--

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

- a. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
  - i. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. *Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- e. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

<b>Name (Print):</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

APPENDIX C

**State of Maine**  
**Maine Commission on Indigent Legal Services**  
**QUALIFICATIONS and EXPERIENCE FORM**  
**RFP# (Inserted by Procurement Services when assigned/approved)**  
**Case Management and Billing System**

Bidder's Organization Name:

Present a brief statement of qualifications. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.



**APPENDIX C (continued)**

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

*If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*

**Commented [LC19]:** If you want Bidders to provide more examples of projects, add additional boxes.

**Commented [LC20]:** If you do not want to consider those who have not provided similar services, delete this section.

Project One	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

Project Two	
<b>Client Name:</b>	
<b>Client Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

APPENDIX C (continued)

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

**APPENDIX D**

**State of Maine  
Maine Commission on Indigent Legal Services  
COST PROPOSAL FORM**

**RFP# (Inserted by Procurement Services when assigned/approved)  
Case Management and Billing System**

<b>Bidder's Organization Name:</b>	
<b>Proposed Cost:</b>	\$

(Insert your Department's desired Cost Proposal Form here.)

Proposed Fixed Design and Implementation Costs, if applicable \$ \_\_\_\_\_

Proposed Fixed Monthly/Annual Maintenance Cost \$ \_\_\_\_\_

Proposed Fixed Cost per New Case Created \$ \_\_\_\_\_

The maintenance and per new case created costs are expected to remain in effect should the Department opt for any of the renewal periods referenced in Part I, section D.

**Commented [LC21]:** The use of this form is required.

A cost form could be as simple as requesting a single unit rate which will be used for comparison purposes with other bidders (cost formula). Multiple unit rates can also be requested, when applicable.

A cost form could also be more complex and require Bidders submit a detailed breakdown of their proposed costs.

If uncertain what to request or to use in this section, first look to the current contract to see how the current provider invoices the State. How are they reimbursed? If there is no current contract, and you are uncertain on what to request, contact the Division of Procurement Services for guidance.

**APPENDIX E**

**State of Maine  
Maine Commission on Indigent Legal Services  
SUBMITTED QUESTIONS FORM**

**RFP# (Inserted by Procurement Services when assigned/approved)  
Case Management and Billing System**

<b>Organization Name:</b>	
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<b>RFP Section &amp; Page Number</b>	<b>Question</b>

\* If a question is not related to any section of the RFP, state "N/A" under "RFP Section & Page Number".  
\*\* Add additional rows, if necessary.