Good afternoon Ms. LaHaye,

The Department’s Evaluation Team concluded the evaluation of the proposal submitted for RFP 202001002 Home Visiting Services for Maine Families. Please review the attached conditional contract award letter for additional information.

Regards,

Tom Charette
Management Analyst
DHHS/Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, ME 04333
(207) 287-8604

RFP.DHHS@maine.gov

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June 5, 2020

Maine Children’s Trust, Inc.
Pamela LaHaye, Executive Director
via e-mail: paml@mechildrenstrust.org
56 Leighton Road
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Award under RFP #202001002 Home Visiting Services for Maine Families

Dear Ms. LaHaye,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention. The Department has evaluated the proposal received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to:

- Maine Children’s Trust, Inc.

Maine Children’s Trust, Inc. (MCT) received the evaluation team’s highest ranking. The Department will be contacting MCT 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 MCT. MCT shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract.

Any person aggrieved by this 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).

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

Sincerely,

[Signature]

Veronica Robichaud
Deputy Chief of Operations
Maine Center for Disease Control and Prevention
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202001002
RFP TITLE: Home Visiting Services for Maine Families
BIDDER: Maine Children's Trust, Inc.
DATE: June 2, 2020

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 Procurement Services as part of your contract award selection documents.

DEPARTMENT NAME: Health and Human Services
NAME OF RFP COORDINATOR: Tom Charette
NAMES OF EVALUATORS: Maryann Harakall, Angie Bellefleur, Alan Henry and Kathryn Zwicker

**************************************************************
SUMMARY PAGE
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<table>
<thead>
<tr>
<th>Pass/Fail Criteria</th>
<th>Pass:</th>
<th>Fail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✦ N/A</td>
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Rev. 2/7/2019
**STATE OF MAINE**  
**TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202001002  
**RFP TITLE:** Home Visiting Services for Maine Families  
**BIDDER:** Maine Children's Trust, Inc.  
**DATE:** June 2, 2020

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

***************************************************************************************************************************

**Evaluation Team Comments:**

<table>
<thead>
<tr>
<th>Part IV. B. Section I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overview of the Organization (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>• Bidder has provided Home Visiting services for the Department over the past 10+ year.</td>
</tr>
<tr>
<td>• The Department's experience with the Bidder has been positive.</td>
</tr>
<tr>
<td>• All project examples provided were relevant to the services requested.</td>
</tr>
<tr>
<td>2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>• Proposing various subcontractors to assist in the provision of services.</td>
</tr>
<tr>
<td>• The Clinical Consultant and Data specialist subcontractors both have experience related to Home Visiting Services in Maine.</td>
</tr>
<tr>
<td>3. Organizational Chart (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>• Organizational chart is presented clearly.</td>
</tr>
<tr>
<td>4. Litigation (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>5. Financial Viability (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>• Appear financially viable.</td>
</tr>
<tr>
<td>6. Licensure/Certification (Bidder meets the minimum requirements of this section)</td>
</tr>
<tr>
<td>• Provided licenses of the proposed clinicians.</td>
</tr>
<tr>
<td>7. Certificate of Insurance (Bidder meets the minimum requirements of this section)</td>
</tr>
</tbody>
</table>
### EVALUATION OF SECTION II

**Proposed Services**

---

**Evaluation Team Comments:**

**Part IV. B. Section II.**

1. **Scope of Services to be Provided**
   - **A. Facility Standard Requirements** (Bidder meets the minimum requirements of subsections 1 and 2)
     - 2. Proposing to offer 3 in-person locations in support of the Local Implementing Agencies (LIA) and the Team notes there is an opportunity to offer remote services when appropriate.
   - **B. Implementation of LIAs** (Bidder meets the minimum requirements of subsections 1 and 2)
     - 2. Proposed funding allocation plan is based on the historical number of families served, however the Team notes the funding allocation should be placed where there is the greatest need based on data.
   - **C. Home Visiting (HV) Service Delivery** (Bidder meets the minimum requirements of subsections 1, 2, 3 and 4)
   - **D. Data Collection System Requirements** (Option A – Bidder meets the minimum requirements of subsection 2)
     - 1. Bidder did not detail entering into an MOU with Medical Care Development, including working relationships and security of data, the Bidder instead stated they had a current contract with Medical Care Development.
   - **E. Federal Expectations Related to LIA Compliance, Data Collection and Reporting** (Bidder meets the minimum requirements of subsections 1, 2, 3, 4, 5, 6 and 7)
   - **F. LIA Training, Credentialing, and Continuous Quality Improvement (CQI)** (Bidder meets the minimum requirements of subsections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10)
     - 2. Indicated updating QA/CQI protocols within 30 days of the Department’s request.
     - 3. Did not indicate inviting a federal MIECHV Quality and Performance Coordinator to monthly Statewide QA/CQI and MFHV Evaluation Meetings.
   - **G. Department Specific Requirements** (Bidder meets the minimum requirements of subsections 1, 2, 3 and 4)
   - **H. Early Childhood Systems Coordination and Collaboration Requirements** (Bidder meets the minimum requirements of this section)
   - **I. Clinical Consultation** (Bidder meets the minimum requirements of this section)
   - **J. LIA Monitoring and Data Collection Requirements** (Bidder meets the minimum requirements of subsections 1, 2, 3, 4 and 5)
     - 1. Provided a well thought out and detailed monitoring plan.
   - **K. Staffing Requirements** (Bidder meets the minimum requirements of subsections 2, 3 and 4)
     - 1. Organizational Chart (Attachment 3) included personnel who were not identified in the Staffing Plan.
     - 1. Proposing .75 combined FTE Program Coordinator rather than the requested 1.0 FTE.
     - 1. Proposing .8 FTE Performance Management Coordinator rather than the requested 1.0 FTE.
   - **L. Performance Measures** (Bidder meets the minimum requirements of this section)
     - 1. Provided detail related to the required performance measures.
<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>M. Reports (Bidder meets the minimum requirements of subsections 1 and 2)</td>
<td></td>
</tr>
<tr>
<td>2. Implementation – Work Plan (Bidder meets the minimum requirements of this section)</td>
<td></td>
</tr>
<tr>
<td>• Implementation – Work Plan included tasks, in the first 3 months, that are part of the Bidder’s current contract with the Department.</td>
<td></td>
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<tr>
<td>• Implementation – Work Plan was clear and detailed.</td>
<td></td>
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</tbody>
</table>
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202001002
RFP TITLE: Home Visiting Services for Maine Families
BIDDER: Maine Children’s Trust, Inc.
DATE: June 2, 2020

***************************************************************************************************************************
EVALUATION OF SECTION III
Cost Proposal
***************************************************************************************************************************

<table>
<thead>
<tr>
<th>Cost Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19,349,981.00</td>
</tr>
</tbody>
</table>

Evaluation Team Comments:

- Proposed two subcontractors for translation/interpretation services however they are not included within the budget.
- Travel expenses are high ($126,000).
- Included contract cost with Medical Care Development which would not be included in a finalized contract with the Bidder.
- Included cost for legal expenses. It is unclear why the Bidder included legal specifically under this RFP.
- Proposing to pay travel expenses for the proposed subcontractors/consultants.
- Training expenses are high.
- Included membership costs, which is not an allowable expense.
State of Maine
Department of Health and Human Services
Maine Center for Disease Control and Prevention
NOTICE OF INTENT
RFP# 202001002
Home Visiting Services for Maine Families

Proposed Solution: Option A ☐ or Option B ☐

Bidder’s Organization Name: Maine Children’s Trust, Inc.
Chief Executive - Name/Title: Pamela LaHaye, Executive Director
Tel: 207-623-5120 E-mail: paml@mechildrenstrust.org
Headquarters Street Address: 56 Leighton Road
Headquarters City/State/Zip: Augusta, Maine 04330

(Provide information requested below if different from above)
Lead Point of Contact for Proposal - Name/Title:
Tel: E-mail:
Headquarters Street Address:
Headquarters City/State/Zip:
Signature of person authorized to enter into the contract with the Department:
Print name of person authorized to enter into the contract with the Department:
Pamela LaHaye

The notice of intent must contain minimal requirements that demonstrate the Bidder’s competence and ability to comply with the requirements outline in the RFP.

Maine Children’s Trust (MCT) is a 501(c)(3) non-profit, established in statute, to provide leadership and coordination of efforts to prevent child abuse and neglect in Maine. MCT has supported home visiting in Maine since the 1990’s through advocacy, grants and training. In 2010, MCT assumed responsibility for system coordination, quality assurance, and technical assistance for the Maine Families Home Visiting (MFHV) Program. Since that time, all of the MFHV system supports (infrastructure) and full operational management have come under the Trust’s umbrella, including quality assurance and improvement, training, technical assistance, staff credentialing, data collection and reporting. In 2016, DHHS consolidated all direct service home visiting contracts with the infrastructure contract and MCT has successfully managed the direct service contracts with local agencies since that time as a no-cost pass through intermediary. Under MCT’s management, MFHV has successfully met HRSA Performance Measures and enrollment requirements and the Parents As Teachers’ Essential Requirements that guide the work.
AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202001002

RFP TITLE: Home Visiting Services for Maine Families

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

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

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

I understand 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.

______________________________
Angie Bellefleur

______________________________
05/19/2020

Signature Date
Tom,
I agree to be on the RFP review team for the RFP 202001002. I have no known conflict of interest related to bidders for this RFP.

Angie Bellefleur
Maternal and Child Health Program Manager
Angie.bellefleur@maine.gov

Department of Health and Human Services
Maine Center for Disease Control and Prevention- Preserve ~ Preserve ~ Promote ~ Protect
Division of Disease Prevention
Maternal and Child Health Program

286 Water Street, 7th Floor
11 State House Station
Augusta, ME 04333-0011

Tel: 207-287-4802
TTY: Call 711 (Maine Relay)

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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202001002
RFP TITLE: Home Visiting Services for Maine Families

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

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Maryann Harakall
Maternal and Child Health Program Director
Maryann.harakall@maine.gov

Department of Health and Human Services
Maine Center for Disease Control and Prevention - Preserve ~ Promote ~ Protect
Division of Disease Prevention
Maternal and Child Health Program
Good afternoon,
Attached you’ll find the AD Statement for this RFP.
Please **do not sign** it until I give you the go ahead during our meeting tomorrow morning.

Thanks
Tom

Tom Charette
Management Analyst
DHHS/Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, ME 04333
(207) 287-8604

RFP.DHHS@maine.gov
AGREEMENT AND DISCLOSURE STATEMENT
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__________________________
Signature

__________________________
Date

5/19/2020

Rev. 7/15/2019
AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202001002
RFP TITLE: Home Visiting Services for Maine Families

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

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Signature __________________________ Date 05/19/2020

Rev. 7/15/2019