# STATE OF MAINE

**RFP MASTER SCORE SHEET**

**Instructions:** Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

**RFP No. 202007114**  
**INDEPENDENT LONG-TERM-CARE EXTERNAL REVIEW SCORESHEET**

<table>
<thead>
<tr>
<th>PROPOSAL SUBMITTED BY:</th>
<th>Maximus</th>
<th>IPRO</th>
<th>Keystone</th>
<th>MPRO</th>
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<tr>
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<td>Cost: 1,200</td>
<td>Cost: 945</td>
<td>Cost: 945</td>
<td>Cost: 950</td>
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<td><strong>POINTS AVAIL.</strong></td>
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<tr>
<td>Section I: Organization Qualifications and Experience</td>
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<td>Section II: Proposed Services</td>
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<td>Section II: Proposed Services</td>
<td>30</td>
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<tr>
<td>Section III: Cost Proposal</td>
<td>40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
AWARD JUSTIFICATION STATEMENT
RFP No. 202007114
INDEPENDENT LONG-TERM-CARE EXTERNAL REVIEW

I. Summary
Title 24-A M.R.S. § 5083 provides that long term care insurance (“LTC”) policyholders have the right to appeal a denied claim for benefits after exhausting an LTC carrier’s internal appeals process. Maine Bureau of Insurance (“MBOI”) Rule Chapters 420 and 425 clarify that the right of external review applies to claims involving benefit triggers and certain policy limitations and exclusions that require the exercise of professional judgement within the scope of practice of a health care professional. As such, the MBOI is seeking to contract with qualified independent review organizations (“IRO”) to provide long term care insurance benefit denial reviews.

II. Evaluation Process
Scoring was largely based upon a team consensus approach; however, the cost component of the scoring process was formulaic. The evaluation team included the following employees with the following backgrounds:
- Attorney;
- Underwriter;
- Nurse.

III. Qualifications & Experience
The awarded bidders demonstrated a thorough knowledge of the LTC industry.

IV. Proposed Services
The awarded bidders demonstrated extensive experience with LTC benefit denial evaluation.

V. Cost Proposal
The awarded bidders’ costs were competitive. See the Master Score Sheet.

VI. Conclusion
The awarded bidders submitted superior proposals. The awarded bidders’ proposals were tailored to highlight their expertise with LTC reviews. The losing bidders did not demonstrate sufficient LTC benefit denial knowledge and expertise. The awarded bidders’ proposals gave the evaluation team confidence that the awarded bidders’ would be able to successfully perform and administer all aspects of Maine LTC policyholders’ benefit denial external reviews.
Mr. Forbes:

Please see the attached.

Stuart E. Turney  
Director | Maine Bureau of Insurance  

For all US Postal Service deliveries (including express):  
34 State House Station  
Augusta, ME  04333-0034  

For private deliveries (e.g. FedEx and UPS):  
76 Northern Avenue  
Gardiner, ME  04345-2829  

Telephone: 207.624.8468 | Facsimile: 207.624.8599 | Mobile: 207.215.3071
September 15, 2020

Robert Squire  
Dane Street LLC  
7111 Fairway Drive  
Palm Beach Gardens, FL  33418

RE: Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review

Dear Mr. Squire:

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

• Maximus Federal Services, Inc.
• Island Peer Review Organization, Inc.

The bidders listed above received the evaluation team’s highest rankings. The Department will be contacting the aforementioned bidders in the near term 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 of Conditional Contract Award does NOT constitute the formation of a contract between the Department and the apparent successful bidders. The winning bidders 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. A Statement of Appeal Rights has been provided with this letter; see below.
Thank you for your interest in doing business with the State of Maine.

Sincerely,

Pamela Stutch
Staff Attorney

STATEMENT OF APPEAL RIGHTS

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

Please see the attached.

Stuart E. Turney  
Director | Maine Bureau of Insurance

For all US Postal Service deliveries (including express):
34 State House Station  
Augusta, ME  04333-0034

For private deliveries (e.g. FedEx and UPS):
76 Northern Avenue  
Gardiner, ME  04345-2829

Telephone:  207.624.8468 | Facsimile:  207.624.8599 | Mobile: 207.215.3071
Mary Jane Brubaker, CEO
Healthcare Quality Strategies, Inc.
557 Cranbury Road
East Brunswick, NJ 08816

RE: Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review

Dear Ms. Brubaker:

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

Pamela Stutch
Staff Attorney

STATEMENT OF APPEAL RIGHTS

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Ms. Sion:

Please see the attached.

Stuart E. Turney
Director | Maine Bureau of Insurance

For all US Postal Service deliveries (including express):
34 State House Station
Augusta, ME  04333-0034

For private deliveries (e.g. FedEx and UPS):
76 Northern Avenue
Gardiner, ME  04345-2829

Telephone: 207.624.8468 | Facsimile: 207.624.8599 | Mobile: 207.215.3071
RE: Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review

Dear Ms. Sion:

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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

Sincerely,

Pamela Stutch
Staff Attorney

STATEMENT OF APPEAL RIGHTS

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Ms. Hawthorne:

Please see the attached.

Stuart E. Turney
Director | Maine Bureau of Insurance

For all US Postal Service deliveries (including express):
34 State House Station
Augusta, ME  04333-0034

For private deliveries (e.g. FedEx and UPS):
76 Northern Avenue
Gardiner, ME  04345-2829

Telephone: 207.624.8468 | Facsimile: 207.624.8599 | Mobile: 207.215.3071
September 15, 2020

Susan Norris, VP
Keystone Peer Review Organization, Inc.
777 East Park Drive
Harrisburg, PA  17111

RE: Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review

Dear Ms. Norris:

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.
Thank you for your interest in doing business with the State of Maine.

Sincerely,

Pamela Stutch
Staff Attorney

**STATEMENT OF APPEAL RIGHTS**

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Mr. Naughton:

Please see the attached.

Stuart E. Turney  
Director | Maine Bureau of Insurance

For all US Postal Service deliveries (including express):  
34 State House Station  
Augusta, ME  04333-0034

For private deliveries (e.g. FedEx and UPS):  
76 Northern Avenue  
Gardiner, ME  04345-2829

Telephone:  207.624.8468 | Facsimile:  207.624.8599 | Mobile: 207.215.3071
Lisa Maguire  
Maximus Federal Services, Inc.  
1891 Metro Center Drive  
Reston, VA  20190  

RE:  Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review  

Dear Ms. Maguire:  

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:  

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Pamela Stutch
Staff Attorney

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Ms. Pasqualone:

Please see the attached.

Stuart E. Turney  
Director | Maine Bureau of Insurance  

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34 State House Station  
Augusta, ME  04333-0034

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76 Northern Avenue  
Gardiner, ME  04345-2829

Telephone: 207.624.8468 | Facsimile: 207.624.8599 | Mobile: 207.215.3071
September 15, 2020

Leland A. Babitch, CEO
Michigan Peer Review Organization
22670 Haggerty Road, Suite 100
Farmington Hills, MI  48335

RE: Notice of Conditional Contract Awards under RFP No. 202007114, Independent Long-Term-Care External Review

Dear Mr. Babitch:

This letter is in regard to the subject Request for Proposals (“RFP”), issued by the State of Maine Department of Professional and Financial Regulation (“Department”) for Independent Long-Term-Care External Review services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,

Pamela Stutch
Staff Attorney

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### State of Maine
### Team Consensus Evaluation Notes

**RFP No.:** 202007114  
**RFP Title:** Independent Long-Term-Care External Review  
**Bidder Name:** Dane Street  
**Date:** 8/25/2020

---

**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:** Department of Professional and Financial Regulation  
**RFP Coordinator:** Pamela Stutch  
**Evaluators:** Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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#### SUMMARY PAGE

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<th><strong>Pass:</strong></th>
<th><strong>Fail:</strong></th>
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<td>All requested appendices in the RFP must be accessible for the team to review.</td>
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<tr>
<td>+ Appendix C was unable to be accessed.</td>
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**Numerical Score:**

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<th>Section I. Organization Qualifications and Experience (Max: 30 Points)</th>
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<tbody>
<tr>
<td>Section II. Proposed Services (Max: 30 Points)</td>
</tr>
<tr>
<td>Section III: Cost Proposal (Max: 40 Points)</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** (Max: 100 Points)
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Dane Street
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

| Total Points Available: 30 | Score: 0 |

Evaluation Team Comments:
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Dane Street
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION II
Proposed Services

| Total Points Available: 30 | Score: 0 |

Evaluation Team Comments:
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Dane Street
Date: 8/25/20

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid

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<th>Cost Proposal being scored</th>
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<th>Score Weight</th>
<th>=</th>
<th>Score</th>
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<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Total Score = 0

Evaluation Team Comments:
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
Date: 8/25/2020

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

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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SUMMARY PAGE

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<td>(Max: 30 Points)</td>
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| TOTAL POINTS                                            | 63              |
| (Max: 100 Points)                                       |                 |
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

Total Points Available: 30 Score: 20

Evaluation Team Comments:

i. Overview of the Organization
   • 45 Years of experience
   • Contract with private insurers (3 listed in proposal experience)
   • 15 pages of reviewers

ii. Experience
   • No reviewers with geriatric specialty
   • No LTC experience.
   • Only medical reviews
   • Unsure of the extent of experience with government agencies
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
Date: 8/25/2020

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: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

---------------------------------------------------------------------------------

EVALUATION OF SECTION II
Proposed Services

Total Points Available: 30  Score: 20

---------------------------------------------------------------------------------

Evaluation Team Comments:
1) Services
   • No references to Maine law or process
   • Detailed work flow description
   • No references to LTC work

2) Policies and procedures
   • Procedures are focused on the medical reviews not LTC
   • Confidentiality of Medical Records ok
   • Conflicts of interest ok
**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

RFP No.: 202007114  
RFP Title: Independent Long-Term-Care External Review  
Bidder Name: HQSI  
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation  
RFP Coordinator: Pamela Stutch  
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

---

**EVALUATION OF SECTION III**

**Cost Proposal**  
**Price: Comparison with Lowest Bid**

<table>
<thead>
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<th>Lowest submitted Cost Proposal</th>
<th>Cost Proposal being scored</th>
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</table>

**Evaluation Team Comments:**  
Price ok.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/25/2020

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: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

SUMMARY PAGE

<table>
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<tr>
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</tr>
<tr>
<td>Appendix C was unable to be accessed.</td>
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Numerical Score:

| Section I. Organization Qualifications and Experience (Max: 30 Points) | 30 |
| Section II. Proposed Services (Max: 30 Points)                       | 30 |
| Section III: Cost Proposal (Max: 40 Points)                          | 30 |

TOTAL POINTS (Max: 100 Points) 90
RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

Total Points Available: 30  Score: 30

Evaluation Team Comments:

iii. Overview of the Organization
- Subcontractor that expands peer review panel for availability and specialty
- Worked with state of Maine for Medical appeals for 19 years.
- Work with 18 other states and CMS
- Pointed out well that they understood that this project was LTC reviews and not medical necessity.

iv. Experience
- LTC evaluation experience.
- Nursing home administrator experience
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION II
Proposed Services

Total Points Available: 30
Score: 30

Evaluation Team Comments:

i. Services
• Good time frame to show how they would meet requirements.
• Portal that you can see where they are in process of review.
• Specifically said that they include name of reviewer which is part of our rules.
• Provided good template for decision showing they understood requirements.
• Notify us quickly of any conflicts.

ii. Policies and procedures
• Thorough and good.
**STATE OF MAINE**

**TEAM CONSENSUS EVALUATION NOTES**

RFP No.: 202007114  
RFP Title: Independent Long-Term-Care External Review  
Bidder Name: IPRO  
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation  
RFP Coordinator: Pamela Stutch  
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

---

### EVALUATION OF SECTION III  
Cost Proposal

**Price:** Comparison with Lowest Bid

<table>
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<tr>
<th>Lowest submitted Cost Proposal</th>
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<th>Score Weight</th>
<th>=</th>
<th>Score</th>
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<td>Total Score</td>
<td></td>
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**Evaluation Team Comments:**

This is a reasonable price.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/25/2020

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: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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Numerical Score:

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<td>Section III: Cost Proposal (Max: 40 Points)</td>
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TOTAL POINTS (Max: 100 Points) 60
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

| Total Points Available: | 30 | Score: | 15 |

Evaluation Team Comments:

v. Overview of the Organization
• Work with state/feds and private plans.

vi. Experience
• No mention of LTC experience, only medical reviews.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
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Evaluation of Section II
Proposed Services

Total Points Available: 30  
Score: 5

Evaluation Team Comments:

iii. Services
• Said they are on time 100 percent of time, but then detail process for requesting extensions.
• No subcontractors but they say they have access to 3200 more reviewers. They only contract with 400 providers. That doesn’t make sense
• We have to choose clinical peer - the BOI. That’s not our role
• Noted 30 days in which appeal External review decision. That’s not true.
• They would bill losing party – not how our process works at all.
• It’s like they didn’t even look at our law or requirements.
• They specifically said they will not include name of reviewer – but that’s a requirement.

iv. Policies and procedures
• Scant policies procedures, quality control measures.
**STATE OF MAINE**  
**TEAM CONSENSUS EVALUATION NOTES**

**RFP No.:** 202007114  
**RFP Title:** Independent Long-Term-Care External Review  
**Bidder Name:** Keystone  
**Date:** 8/25/2020

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Department: Department of Professional and Financial Regulation  
RFP Coordinator: Pamela Stutch  
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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**EVALUATION OF SECTION III**  
**Cost Proposal**  
**Price: Comparison with Lowest Bid**

<table>
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<tr>
<th>Lowest submitted Cost Proposal</th>
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Total Score = 40

**Evaluation Team Comments:**  
Price good.
STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114  
RFP Title: Independent Long-Term-Care External Review  
Bidder Name: Maximus  
Date: 8/25/2020

------------------------------------------------------------------------------------------------

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Department: Department of Professional and Financial Regulation  
RFP Coordinator: Pamela Stutch  
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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<td>(Max: 30 Points)</td>
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<td>Section III: Cost Proposal</td>
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<td>(Max: 40 Points)</td>
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| TOTAL POINTS                                          | 88              |
| (Max: 100 Points)                                     |                 |
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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

| Total Points Available: | 30 | Score: | 30 |

Evaluation Team Comments:

vii. Overview of the Organization
- Only Independent Review for government agencies, no private plans
- Review company since 1975
- Accredited and member of quality organizations

viii. Experience
- State of Maine medical reviews since 2005
- Over 1400 reviewers
- Over 7.5 million reviews done
- 98% timeliness
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Maximus
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION II
Proposed Services

| Total Points Available: | 30 | Score: | 30 |

Evaluation Team Comments:
v. Services
• Screen for conflicts addressed
• Clinical peer addressed
• Timelines and compliance addressed
• Decision and certification addressed
• Good understanding of what needs to be done.
• Decision templates provided – they are good.

vi. Policies and procedures
• Excellent.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid

Total Points Available: 40
Score: 28

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Evaluation Team Comments:
A little pricey, but ok.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: MPRO
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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<tbody>
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<tbody>
<tr>
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<td>Organization Qualifications and Experience</td>
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<tr>
<td>Section II.</td>
<td>Proposed Services</td>
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<tr>
<td>Section III.</td>
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TOTAL POINTS | (Max: 100 Points) | 55 |
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: MPRO
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

Organization Qualifications and Experience

| Total Points Available: | 30 | Score: | 15 |

Evaluation Team Comments:
ix. Overview of the Organization
   • Only 250 reviewers and 54 other professionals
   • Non profit
   • No list of providers given only number so we can’t see specialties

x. Experience
   • Some experience with LTC
   • 35 years of overall experience
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Maximus
Date: 8/25/2020

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Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

EVALUATION OF SECTION II
Proposed Services

Total Points Available: 30  Score: 10

Evaluation Team Comments:
vii. Services
• Not convinced that they understand process for LTC.
• No mention of tailoring process to Maine law.
• Standard workflow was standard, very basic. Didn’t discuss 30-day deadlines.
• Didn’t show that they understood Maine law criteria.

viii. Policies and procedures
• Ok.
STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES

RFP No.:  202007114
RFP Title:  Independent Long-Term-Care External Review
Bidder Name:  Maximus
Date:  8/25/2020

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:  Department of Professional and Financial Regulation
RFP Coordinator:  Pamela Stutch
Evaluators:  Pamela Stutch, Violet M. Hyatt, Kim E. Davis

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Evaluation Team Comments:  
Price not bad.
STATE OF MAINE

INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
Date: 8/24/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience

45 years of experience
No long term care knowledge
Several pages of reviewers but no count
Mostly private commercial work

II. Proposed Services

Detailed workflow
no reference to Maine law
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/24/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience

19 years experience with Maine Nursing home administration as part of the review team
18 states Accredited
Clearly understand Long term care
400 peer review staff

II. Proposed Services

Real time case status update through portal
Provided template for decisions
Timeframes appropriate with our law
Procedures clear and detailed.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/24/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience

35 years experience
No mention of Long term care
Also heavy into private plans
No subcontractors but say they have 400 reviewers and 3200 more to draw from – how if they do not have subcontractors.

II. Proposed Services

Not detailed and thorough
They say 100% timely but then have procedure for asking for extensions
The bureau would have to choose the peer reviewer
They include a right to appeal the external review decision
Do not include name of reviewer – this is in direct contradiction of our statute as is most of their policies
Seems like they did not review the law
Very scant proposal, procedures and quality review.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Maximus
Date: 8/24/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience

Works with 60 state and federal - no commercial
7.5 million independent reviews done
Long term care experience in New Hampshire and Pennsylvania
Accredited
1400 reviewers available
Doing this since 1975
International government accounts
Employs 30,000
Worked for Maine

II. Proposed Services

Tremendous workflow sheet that exceeds our standards
Process in place for choosing clinicians is very thorough
7 personnel devoted to Maine
Procedures and polices extremely thorough
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: MPRO
Date: 8/24/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience

35 years experience
250 reviewers
Non profit
Mentioned long term care but not convinced they understood the job
Accredited
No list of providers

II. Proposed Services

Not enough detail about workflow to understand the process
No timeframe specifics
Smallest of all providers
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
Date: 8/24/2020
Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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

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Individual Evaluator Comments:

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

I. Organization Qualifications and Experience
   1) Overview of Organization
      • 45+ years experience
      • Does work with private insurers
      • 15 pages of physicians of all specialties
   2) Subcontractors
      • none
   3) Organizational Chart- provided
   4) Other
      • Not clear on Maine Law and how it will comply

II. Proposed Services
   1) Services to be Provided
      • Review of information within 30 days
      • Name and qualifications specified in response
   2) Implementation – Work Plan
      • VERY detailed about work flow
      • Day to day tasks specified to meet time frames as required.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/24/2020
Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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Individual Evaluator Comments:

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

I. Organization Qualifications and Experience
   1) Overview of Organization
      • ER with Maine since 2001
      •
      •
   2) Subcontractors
      • Nexus- extended clinical peer panel
      • Verifpoint- credentialing of reviewers
   3) Organizational Chart- provided
   4) Other
      • Has Nursing Home Administrators available as reviewers
      • 400+ contracted clinical peers in house
      • Used SOM in “project” example

II. Proposed Services
   1) Services to be Provided
      • Specified that names of provider will be in the decision
      •
      •
   2) Implementation – Work Plan
      • Addressed conflict of interest
      • Addressed confidentiality
      • Timeframes
      • Quality measures
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/24/2020
Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience
   1) Overview of Organization
      • 35 years IRO
      • 400+ clinical peers
      • “100% on time” - noted “14 day extensions requested as needed”
   2) Subcontractors
      • None- but states has access to 3200 more peer reviewers above their own?

   3) Organizational Chart - provided
   4) Other

II. Proposed Services
   1) Services to be Provided
      • State has to choose clinical peer
      • Has section about appeals the ER decision
      • Has statement that “losing party will be billed for the external review”
   2) Implementation – Work Plan
      • No name only credentials provided in decision
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Maximus
Date: 8/24/2020
Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience
   1) Overview of Organization
      • Only Does Ind Review for public sector agencies
      • Over 7.5 million reviews done
      • 98% timeliness
      • Review company since 1975
      • State of Maine since 2005
   2) Subcontractors
      • none
   3) Organizational Chart- included
   4) other
      • over 1400 reviewers
      • accredited and member of quality organizations

II. Proposed Services
   1) Services to be Provided
      • 7 personnel just for Maine
      • All requirements for services addressed
      • Does not address credentials in decision
   2) Implementation – Work Plan
      • Screen for conflicts addressed
      • Clinical peer addressed
      • Timelines and compliance addressed
      • Decision and certification addressed
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: MPRO
Date: 8/24/2020
Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

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

I. Organization Qualifications and Experience
   1) Overview of Organization
      • 35 years experience
      • 250+ clinical reviewers
      • 54 HC professionals
   2) Subcontractors
      • none
   3) Organizational Chart- provided
   4) Other

II. Proposed Services
   1) Services to be Provided
      • Review ensures no conflict of interest
      • Will not accept if can’t do on time
      • Will include credentials but did not say would include name of provider
   2) Implementation – Work Plan
      • Did not specify 30 day response time
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: HQSI
Date: 8/24/2020
Evaluator Name: Pamela Stutch
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience
   1) Overview of Organization
      • Appear to be a good, competent organization
      • 45 years, govt and commercial reviews. CMS. Lots of medical reviews but no LTC noted.
      • No subcontractors used.
   2) Experience
      • Seems to have good experience but lacks LTC.
   3) Adequate Professional Reviewers
   4) – no reviewers with geriatric speciality. Lots of internal medicine.
   5) Accreditation
      -URAC Accredited

II. Proposed Services
   1) How to provide the services
      • They seem to have a good understanding of the process but again no prior LTC work
   2) Policies and procedures
      • Completion in 45 days ?? says procedure.
      • Procedures are focused on the medical reviews not LTC
   3) Confidentiality of Medical Records
      Good understanding of confidentiality
   4) Conflicts of interest
      Good screening

III. Cost – on the higher side.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: IPRO
Date: 8/24/2020
Evaluator Name: Pamela Stutch
Evaluator Department: Department of Professional and Financial Regulation

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Individual Evaluator Comments:

I. Organization Qualifications and Experience
   1) Overview of Organization
      • They use a subcontractor for credentialing and if there is need for a specialist not in their directory.
      • They show that they understand it’s LTC not med review.
   2) Experience
      • Involved in LTC CmS work, also works with NYState about nursing home admissions
      • Use ME Med appeals as reference.
   3) Adequate Professional Reviewers
      Didn’t see any specifically listed for geriatric or geri psych.
   4) Accreditation

II. Proposed Services
   1) How to provide the services
      • They understand what to do
      • Gave template letters
   2) Policies and procedures
      ok
   3) Confidentiality of Medical Record
      ok
   4) Conflicts of interest
      ok

III. Cost
Did they forget Appendix D??
S TATE OF M AINE
I NDIVIDUAL E VALUATION N OTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Keystone
Date: 8/24/2020
Evaluator Name: Pamela Stutch
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience
   1) Overview of Organization
      • CMs, Medicaid appeals, private plans too
      •
   2) Experience
      • No mention of LTC only medical reviews.
      • Experience seems to be only on medical reviews, medical necessity
   3) Adequate Professional Reviewers
      A good number of Geriatrics; 2 geri psych.
   4) Accreditation
      URAC

II. Proposed Services
   1) How to provide the services
      • Emphasis on medical reviews only.
      • No LTC
   2) Policies and procedures
      • There are procedures.
      •
   3) Confidentiality of Medical Records
      ok
   4) Conflicts of interest
      ok
   5) ok

III. Cost
    Cheapest
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: Maximus
Date: 8/24/2020
Evaluator Name: Pamela Stutch
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience
   1) Overview of Organization
      • Response is tailored to LTC
      • Very professional
      • Good procedures
   2) Experience
      • They are current vendor for ME LTC and Medical reviews.
      • Lots of experience and never to private companies only govt
   3) Adequate Professional Reviewers
      Geriatric reviewers, geri psych too,
   4) Accreditation
      URAC

II. Proposed Services
   1) How to provide the services
      • They know what they're doing.
   2) Policies and procedures
      • Good procedures.
   3) Confidentiality of Medical Records
      Good.
   4) Conflicts of interest
      Good

III. Cost
     Good.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202007114
RFP Title: Independent Long-Term-Care External Review
Bidder Name: MPRO
Date: 8/24/2020
Evaluator Name: Pamela Stutch
Evaluator Department: Department of Professional and Financial Regulation

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

Individual Evaluator Comments:

I. Organization Qualifications and Experience
   1) Overview of Organization
      • Been in existence for a long time.
      • Medical reviews.
      • Mentioned LTC work

   2) Experience
      • LTC work with MI DHHS. Assess cognitive/ functionality

   3) Adequate Professional Reviewers
      No list of providers given.

   4) Accreditation
      URAc

II. Proposed Services
   1) How to provide the services
      good but no mention of LTC

   2) Policies and procedures
      Good, professional

   3) Confidentiality of Medical Records
      ok

   4) Conflicts of interest
      ok

III. Cost
     Excellent. Cheap.
AGREEMENT AND DISCLOSURE STATEMENT
RFP No. 202007114
INDEPENDENT LONG-TERM CARE EXTERNAL REVIEW

I, Kim E. Davis accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Professional and Financial Regulation. 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.

__________________________  8/24/2020
Signature                      Date
AGREEMENT AND DISCLOSURE STATEMENT
RFP NO. 202007114
INDEPENDENT LONG-TERM-CARE EXTERNAL REVIEW

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

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

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

__________________________________________
Signature

8/20/2020
Date
I, Pamela Stutch accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Professional and Financial Regulation. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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

___________________________  08/20/2020______
Signature   Date