## 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. 202006104
**Independent Dispute Resolution Services**

<table>
<thead>
<tr>
<th>PROPOSAL SUBMITTED BY:</th>
<th>Maximus</th>
<th>IPRO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COST:</strong></td>
<td>Cost: 325</td>
<td>Cost: 275</td>
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**TOTAL**: 100 | 89.44 | 79.67 | (xx) |

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**TOTAL**: 100 | (xx) | (xx) | (xx) | (xx)
AWARD JUSTIFICATION STATEMENT
RFP NO. 202006104
INDEPENDENT DISPUTE RESOLUTION SERVICES

I. Summary
Title 24-A M.R.S. §4303-E provides for an independent dispute resolution (IDR) process by which certain individuals have the right to an independent dispute resolution of certain surprise bills for medical emergency services. Title 24-A M.R.S. §4303-E (1) requires the Superintendent of Insurance to select an independent dispute resolution entity to conduct the dispute resolutions. As such, this award is intended to provide IDR services.

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 bidder demonstrated a thorough knowledge of the IDRE service industry. It currently provides six states with IDRE services and performs 5,000 reviews per year.

IV. Proposed Services
The awarded bidder demonstrated extensive experience with the IDRE service industry. The Maine specific portal would allow the BOI to track the cases easily. The awarded bidder will assign 7 people to work on Maine IDRE cases. The awarded bidder is familiar with our statutes.

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

VI. Conclusion
The awarded bidder has significant experience with six states in IDRE work. The awarded bidder administers 5,000 disputes per year. The awarded bidder has been following the creation of Rule 365 and is very familiar with the Maine statutes regarding the IDRE process. The awarded bidder will configure a portal to Maine and the BOI will be able to track the cases easily. The awarded bidder’s proposal gave the evaluation team confidence that the awarded process easily. The awarded bidder would be able to successfully perform and administer all aspects of Maine’s IDR process.
Mr. Feder:

Please see the attached.

Stuart

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
Harry M. Feder, COO
IPRO
1979 Marcus Avenue
Lake Success, NY  11042-1072

Re: Notice of Conditional Contract Awards under Request for Proposal Number 202006104
Independent Dispute Resolution Services

Dear Mr. Feder:

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.

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. Tran:

Please see the attached.

Stuart

Stuart E. Turney
Director | Maine Bureau of Insurance

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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 14, 2020

Suzanne Tran
Maximus Federal Services, Inc.
1891 Metro Center Drive
Reston, VA  20190

Re:   Notice of Conditional Contract Awards under Request for Proposal Number 202006104
Independent Dispute Resolution Services

Dear Ms. Tran:

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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STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: IPRO
Date: 09/09/2020
Department: Department of Professional and Financial Regulation
RFP Coordinator: Pamela Stutch
Evaluators: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

*****************************************************************************
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.
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<tr>
<td>Category</td>
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<tr>
<td>Section I. Organization Qualifications and Experience</td>
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<td>Total Points</td>
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Rev. 2/7/2019
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP NO.: 202006104
RFP Title: Independent Dispute Resolution Services
BIDDER NAME: IPRO
DATE: 09/09/2020
DEPARTMENT: Department of Professional and Financial Regulation
RFP COORDINATOR: Pamela Stutch
EVALUATORS: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

SECTION I
ORGANIZATION QUALIFICATIONS AND EXPERIENCE EVALUATION

| Total Points Available | 30 | Score | 20 |

I. Overview of the Organization
• Does NY IDRE since 2015 and did not show other states. Didn’t list them.
• IPRO 400+ with access to subcontractor
• IPRO is heavy on medical review and seems to tailor experience based upon NY. Though procedure for getting review processed, is in depth, it appears to be manual.
• You can call to get update but not view it in real time.
• Does review for commercial health plans/entities.
• Heavy on medical review only.

SECTION II
PROPOSED SERVICES EVALUATION

| Total Points Available | 30 | Score | 25 |

I. Proposed Services
A. Services to be Provided
• discussion of process – Fine, they have lots of doctors but we don’t need consulting doc like NY does. Their proposal is all about medical reviewers.
• conflicts of interest procedures – ok
• assigning an arbitrator procedures – they have only 3 coders. We need more people who know medical codes and fees.
• conflict of interest of arbitrator procedures – ok
• procedures for reviews to be conducted timely -ok
• confidentiality procedures – ok
• heavy on medical reviews

Concerned about heavy emphasis on medical reviews and about limited arbitrators for a fee dispute arbitration experience. No design of Maine portal.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
BIDDER NAME: IPRO
DATE: 09/09/2020
DEPARTMENT: Department of Professional and Financial Regulation
RFP COORDINATOR: Pamela Stutch
EVALUATORS: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

SECTION III
COST PROPOSAL EVALUATION
PRICE: COMPARISON WITH LOWEST BID

<table>
<thead>
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<th>Lowest Submitted Cost Proposal</th>
<th>Cost Proposal being</th>
<th>Available</th>
<th>Bidder's Formulaic</th>
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<tbody>
<tr>
<td>Electronic platform/portal (=$0 bid full 8 points awarded)</td>
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<td>$0</td>
<td>8</td>
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<tr>
<td>Out-of-network settlement</td>
<td>$275</td>
<td>$275</td>
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<tr>
<td>Provider charge/carrier’s payment</td>
<td>$375</td>
<td>$375</td>
<td>8</td>
</tr>
<tr>
<td>Application processing fee</td>
<td>$125</td>
<td>$125</td>
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</tr>
<tr>
<td>IDR fee charged to provider</td>
<td>$125</td>
<td>$375</td>
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</tr>
<tr>
<td>Total Score</td>
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<td>40</td>
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</table>

Proposed costs are competitive.
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
BIDDER NAME: Maximus
DATE: 09/09/2020
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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STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP NO.: 202006104
RFP Title: Independent Dispute Resolution Services
BIDDER NAME: Maximus
DATE: 09/09/2020
DEPARTMENT: Department of Professional and Financial Regulation
RFP COORDINATOR: Pamela Stutch
EVALUATORS: Pamela Stutch, Violet M. Hyatt, Kim E. Davis

SECTION I
ORGANIZATION QUALIFICATIONS AND EXPERIENCE EVALUATION

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I. Overview of the Organization
- They do IDRE for 6 states and have been doing it for a long time. Greater than 5k disputes per year;
- 54 pages of contract medical staff/arbitrators;
- Overview seems heavy into dispute resolution as opposed to medical;
- Have been following Maine Rule 365 since beginning and are familiar with proposed Rule and statute;
- They configure a special portal and we can see the process in real time. Dedicated IT person to Maine. They have 7 seven staff dedicated to Maine;
- Really seem to understand what we need;
- Doesn’t deal with any kind of commercial entities;
- World-wide organization.

SECTION II
PROPOSED SERVICES EVALUATION

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II. Proposed Services
A. Services to be Provided
- Discussion of process – portal just for us. Dedicated IT person for Maine. 7 staff devoted to Maine. We can track process in real time;
- They have a good understanding of the process. Knows about Rule 365. Excellent proposal;
- Procedures are excellent;
- Really seem to understand what we need;
- Doesn’t deal with any kind of commercial entities.
**STATE OF MAINE**  
**TEAM CONSENSUS EVALUATION NOTES**

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Except for the platform/development fee, proposed costs appear to be competitive.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: IPRO
Date: 09/08/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

Individual Evaluator Comments:
Section I  Organization Qualifications and Experience

1. Overview of the Organization
   • Completed Appendix C describing their qualifications and skills to provide the requested services in this RFP.
   • Included three examples of projects which demonstrate their experience and expertise in performing these services. Only 1 of the 3 showing contracts for the IDR process. NY since 2015, the others were external review process or medical review, including ME
   • IPRO medical and peer reviews, state appeals and dispute resolutions only since 2014 or 2015 – conflicting information listed so not clear
   • Lists 75 current contracts with county, state, multistate/Federa ls levels and Federal government
   • 74,000 reviews combined across all reviews per year, including 18 states  Uses the word reviews not arbitrations. Does tot list how many dispute resolutions were done for NY
   • Performed reviews in 20 states and DC
   • Does CMS federal QIO – 200,000 cases per year
   • Unclear if does work outside the public sector.
   • URAC and ISO accredited
   • Member NAIRO and AHQA
   • Most officers and board members are health care or physicians, only one attorney
   • Founded and incorporated in 1983
   • 22 years’ experience reviewing, only arbitration in one state since 2015 - NY
   • 400 employees
   • Non-profit
   • Uses subcontractors

2. Required Attachments Related to Qualifications
   a. Description of organizational structure and capability to operate a statewide IDRE, including:
      • Certificate of incorporation included, wholly owned
      • Organizational chart included
      • Identification of management staff and a description of such management staff's qualifying experience and responsibilities included
      • The names and biographies of all controlling employees, officers, and executives included and board members and a description of their qualifications included
   b. Description of the location of the corporate headquarters and the current or proposed location where services will be provided included
   c. Accreditations included
   d. The names of all corporations and organizations that control, are controlled by – none wholly owned and owns Lumetra and is affiliated with Logiqual which is not conducting business at this time
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: IPRO
Date: 09/08/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

Section II Proposed Services

Services to be Provided
• No mention of remote arbitration or consumer portal, appears to be manual process
• Flow chart included
• Discussed “maintaining staff” and listed 9 people but did not make clear if these people were full time committed to Maine. Reviewer got the impression it was not exclusive to Maine
• 400 reviewers with 50 specialties.
• Uses subcontractors
• No ability to see progress in real time in their system was discussed
• Extensive vetting and credentialing process for clinical reviewers. All certifications verified, work history and hospital privileges verified
• 5 days a week access to staff from 8-5 only. This does meet the RFP expectations
• Did not spell out who is eligible. Consistently used the word reviewer vs arbitrator which demonstrates that IPRO is more experienced in claim and medical reviewing vs arbitration of payment and/or billing issues

Provide the policies and procedures governing all aspects of their dispute resolution process – all required included.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: Maximus
Date: 09/08/2020
Evaluator Name: Kim E. Davis
Evaluator Department: Department of Professional and Financial Regulation

Individual Evaluator Comments:
Section I Organization Qualifications and Experience

3. Overview of the Organization
   • Completed Appendix C describing their qualifications and skills to provide the requested services in this RFP.
   • Included three examples of projects which demonstrate their experience and expertise in performing these services. All 3 examples showed contracts for the dispute resolution process. NJ since 2007, FL for 9 years and WA – all arbitration over claims, emergency services and/or balance billing disputes.
   • Maximus does medical and peer reviews, state appeals and dispute resolutions for 60 Federal and State agencies.
   • 30 years’ experience.
   • 7.5 million dispute resolutions in CA, CO, FL, NJ, TX, WA including surprise billing and emergency billing disputes. 5000 arbitrations to date.
   • Does CMS federal appeals.
   • Only works with public sector, never worked with private sector
   • Handles disputes regarding medical necessity, formulary, out of network and billing.
   • URAC accredited
   • PMBOK certified – measures baseline and timeliness
   • Founded in 1975, incorporated in 2005
   • Worked with 1300 state and local governments in all 50 states and several territories. Other international governments including Australia, Canada, New Zealand, Saudi Arabia, Singapore and the United Kingdom.
   • 30,000 employees worldwide
   • 2.9 billion in yearly revenue
   • Do not use subcontractors

4. Required Attachments Related to Qualifications
   a. Description of organizational structure and capability to operate a statewide IDRE, including:
      1) Certificate of incorporation included, wholly owned
      2) organizational chart included
      3) identification of management staff and a description of such management staff’s qualifying experience and responsibilities included
      4) the names and biographies of all controlling employees, officers, and executives included and board members and a description of their qualifications included
   b. Description of the location of the corporate headquarters and the current or proposed location where services will be provided included
   c. accreditations included
   d. The names of all corporations and organizations that control, are controlled by – none wholly owned and own no other entities.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
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Bidder Name: IPRO
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Section II Proposed Services
• Remote arbitration panel with secure portal – including all specialties
• Flow chart included and thorough
• 7 people fully committed to Maine with extensive and varied background in law, health, billing and coding – including physicians and attorneys
• 1400 claim reviewers/arbitrators
• No subcontractors
• Consumer portal with IT support. Ability to see progress in real time.
• Extensive vetting and credentialing process for arbitrators. All certifications verified, work history verified, 5-year malpractice clean history, at least 5 years in healthcare knowledge required
• 7 days a week access to staff, after hours on call available. Exceeds expectations of RFP
• Clearly spelled out who is eligible showing a clear understanding of the process and experience in the process

Provide the policies and procedures governing all aspects of their dispute resolution process – all required included and thorough.
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: IPRO
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Evaluator Name: Violet M. Hyatt
Evaluator Department: Department of Professional and Financial Regulation

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Individual Evaluator Comments:

PART I INTRODUCTION
A. PURPOSE AND BACKGROUND
   • worked with SOM for >19 years;
   • familiar with law and ongoing rule making process;
   • IDRE program in place since 2014.

PART II SCOPE OF SERVICES TO BE PROVIDED
   • process flow included- covers 4 pages-very in-depth;
   • copies of policy and procedures;
   • procedure appears to be manual.

APPENDIX A – PROPOSAL COVER PAGE -included
APPENDIX B – DEBARMENT, PERFORMANCE AND NON-COLLUSION CERTIFICATION -included
APPENDIX C – QUALIFICATIONS AND EXPERIENCE FORM-included-
   • IDRE process since 2014;
   • worked since inception of IDRE in New York;
   • 400+ reviewers plus NEXUS access.
APPENDIX D – COST PROPOSAL FORM- included
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

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Individual Evaluator Comments:

PART I INTRODUCTION
B. PURPOSE AND BACKGROUND
• contracted with State and Federal agencies only;
• worked with SOM for >15 years;
• familiar with law and ongoing rule making process;
• “Surprise billing since covid issues”.

PART II SCOPE OF SERVICES TO BE PROVIDED
• process flow included;
• summary of policy and procedures;
• develop dedicated portal with specific staff for Maine.

APPENDIX A – PROPOSAL COVER PAGE -included
APPENDIX B – DEBARMENT, PERFORMANCE AND NON-COLLUSION CERTIFICATION -included
APPENDIX C – QUALIFICATIONS AND EXPERIENCE FORM-included-
• >5k IDRE per year;
• Contract with “several” states;
• 54 pages of providers/ arbitrators.
APPENDIX D – COST PROPOSAL FORM- included
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: IPRO
Date: 09/08/2020
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.
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Individual Evaluator Comments:

A. Organization Qualifications and Experience
1. Overview of Organization
   • IDRE services for NY – (NY has medical component to their statute)
   • ME would be part of Program Operations Group
   • Their discussion of experience and the projected service seems to be focused on medical reviews.
   • Non-profit
   • Can start operating on day 1 of the contract

2. Required Attachments Related to Qualifications
   • Org chart - nice
   • Certificate of incorporation bylaws etc.- presented
   • Management- told us about management
   • Bios- presented
   • Headquarters - given
   • Accreditations - URAC

II. Proposed Services
1. Services to be Provided
   • Discussion of process – Fine but we don’t need consulting doc like NY does. All about medical reviewers.
   • conflicts of interest procedures – ok
   • assigning arbitrator procedures – they have only 3 coders.
   • Conflict of interest of arbitrator procedures –
   • Procedures for reviews to be conducted timely -ok
   • Confidentiality procedures – ok
   • Procedures to ensure adherence to statutes - ok
   • Description of ability to provide statewide services – ok
   • Description of the arbitrators and matching them - ok
   • Organizational arrangement to deal with problems – ok
   • How it deals with responding to BOI or interested parties ok

III. Costs
   • No charge for Portal development
   • Review costs are more or less consistent with Maximus
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP No.: 202006104
RFP Title: Independent Dispute Resolution Services
Bidder Name: Maximus
Date: 09/08/2020
Evaluator Name: Pamela Stutch
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:

B. Organization Qualifications and Experience
1. Overview of Organization
   • They’ve contracted with several states to provide specifically billing dispute resolution services. – 6 states for this service alone
   • Provides review services ONLY to gov entities
   • Has accredited arbitrators
   • Contracted with BOI for 15 years

2. Required Attachments Related to Qualifications
   • Org chart - nice
   • Certificate of incorporation bylaws etc.- presented it
   • Management- told us about management
   • Bios- provided their in depth bios – extremely in depth on specifics of arbitration staff
   • Headquarters - given
   • Accreditations - URAC
   • List of arbitrators given

II. Proposed Services
1. Services to be Provided
   • Discussion of process – portal just for us.
   • They have a good understanding of the process. Takes us through a very good process,
   • conflicts of interest procedures – good description of that.
   • assigning an arbitrator procedures – good description
   • Conflict of interest of arbitrator procedures – they only do gov stuff
   • Procedures for reviews to be conducted timely -good
   • Confidentiality procedures – good
   • Procedures to ensure adherence to statutes - good
   • Description of ability to provide statewide services – good
   • Description of the arbitrators and matching them - good
   • Organizational arrangement to deal with problems – good
   • How it deals with responding to BOI or interested parties (phone line ect) good

III. Costs
   • No charge for Portal development
   • Review costs are more or less consistent with Maximus
AGREEMENT AND DISCLOSURE STATEMENT

RFP NO. 202006104
INDEPENDENT DISPUTE RESOLUTION SERVICES

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 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.

_____________________  09/01/2020
Signature  Date

STATED OF MAINE
DEPARTMENT OF PROFESSIONAL AND
FINANCIAL REGULATION

Janet T. Mills
Governor

Anne L. Head
Commissioner

Rev. 2/7/2019
STATE OF MAINE
DEPARTMENT OF PROFESSIONAL AND
FINANCIAL REGULATION

AGREEMENT AND DISCLOSURE STATEMENT
RFP No. 202006104
INDEPENDENT DISPUTE RESOLUTION SERVICES

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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Governor

Anne L. Head
Commissioner

Rev. 2/7/2019
AGREEMENT AND DISCLOSURE STATEMENT
RFP No. 202006104
INDEPENDENT DISPUTE RESOLUTION SERVICES

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.

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