

State of Maine
RFP Proposal Master Score Sheet

SCORESHEET FOR RFP# 201911201 Home Visitation Services – District 1				
PROPOSAL SUBMITTED BY:		Community Care	Home Counselors Inc.	
COST:		Cost: \$56.97	Cost: \$45.00	
EVALUATION ITEM	POINTS AVAIL.			
Section I: Organization Qualifications and Experience	30	22.00	25.00	
Section II: Proposed Services	40	35.00	21.00	
Section III: Cost Proposal	25	19.75	25.00	
Narrative	5	5.00	3.00	
TOTAL	<u>100</u>	81.75	74.00	
SCORESHEET FOR RFP# 201911201 Home Visitation Services – District 2				
PROPOSAL SUBMITTED BY:		Home Counselors Inc.	The Opportunity Alliance	
COST:		Cost: \$45.00	Cost: \$82.55	
EVALUATION ITEM	POINTS AVAIL.			
Section I: Organization Qualifications and Experience	30	25.00	26.00	
Section II: Proposed Services	40	21.00	35.00	
Section III: Cost Proposal	25	25.00	13.63	
Narrative	5	3.00	5.00	
TOTAL	<u>100</u>	74.00	79.63	

SCORESHEET FOR RFP# 201911201 Home Visitation Services – District 3					
PROPOSAL SUBMITTED BY:			Franklin County Children’s Task Force		Home Counselors Inc.
COST:			Cost:	\$38.79	Cost: \$45.00
EVALUATION ITEM	POINTS AVAIL.				
Section I: Organization Qualifications and Experience	30		23.00		25.00
Section II: Proposed Services	40		18.00		21.00
Section III: Cost Proposal	25		25.00		21.55
Narrative	5		4.00		3.00
TOTAL	<u>100</u>		70.00		70.55
SCORESHEET FOR RFP# 201911201 Home Visitation Services – District 6					
PROPOSAL SUBMITTED BY:			Community Care		Penquis C.A.P., Inc.
COST:			Cost:	\$55.65	Cost: \$58.30
EVALUATION ITEM	POINTS AVAIL.				
Section I: Organization Qualifications and Experience	30		22.00		30.00
Section II: Proposed Services	40		35.00		36.00
Section III: Cost Proposal	25		25.00		23.86
Narrative	5		5.00		5.00
TOTAL	<u>100</u>		87.00		94.86

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Award Justification Statement RFP# 201911201 Family Visitation Program

I. Summary

Through RFP# 201911201, the Department sought proposals for Family Visitation Program in eight districts. Bidders responding to each District include:

District 1 - Community Care (CC) and Home Counselors, Inc. (HCI)
District 2 - HCI and The Opportunity Alliance (TOA)
District 3 - Franklin County Children's Task Force and HCI
District 5 - CC
District 6 - CC and Penquis C.A.P., Inc. (Penquis C.A.P.)
District 7 - Aroostook Mental Health Services, Inc. (AMHC)
District 8 - AMHC

Through the evaluation process: CC for District 1 and 5; TOA for District 2; HCI for District 3, Penquis C.A.P. for District 6, AMHC for District 7 and 8 were determined to provide the best value to the State of Maine.

II. Evaluation Process

An Evaluation Team comprised of State employees, applied the consensus method in scoring the Bidders Qualifications & Experience, and Proposed Services. Scores for the Cost Proposal were assigned using a predetermined formula.

III. Qualifications & Experience

The Evaluation Team determined CC, TOA, HCI, Penquis C.A.P., and AMHC bring quality experience which contributed to the overall scores assigned by the evaluation team. This experience for each of the Bidders will contribute to the Department's expectations for these navigation services in each of the Districts.

IV. Proposed Services

The Evaluation Team determined CC, TOA, HCI, Penquis C.A.P., and AMHC each propose providing the navigation services at the best value and best benefit to Maine residents.

V. Cost Proposal

District 1 - CC proposed a unit rate of \$56.97
District 2 - TOA proposed a unit rate of \$82.55
District 3 - HCI proposed a unit rate of \$45.00
District 5 - CC proposed a unit rate of \$54.25
District 6 - Penquis C.A.P. proposed a unit rate of \$58.30
District 7 - AMHC proposed a unit rate of \$55.00
District 8 - AMHC proposed a unit rate of \$55.00

VI. Conclusion

The strengths of CC, TOA, HCI, Penquis C.A.P., and AMHC outweighed the other Bidders through both their qualification and experience as well as the services they intend to provide through the RFP. The Evaluation Team has determined the proposals submitted by CC, TOA, HCI, Penquis C.A.P., and AMHC Inc., represents the best value to the State of Maine.

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TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: djacques@amhc.org

Debra Jacques
Aroostook Mental Health Services, Inc.
11 Mill Street
Houlton, ME 04730

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Jacques,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

District 1 – Community Care
District 2 – The Opportunity Alliance
District 3 – Home Counselors Inc.
District 5 – Community Care
District 6 – Penquis C.A.P., Inc.
District 7 – Aroostook Mental Health Services, Inc.
District 8 – Aroostook Mental Health Services, Inc.

These awardees received the evaluation team's highest score within the respective districts. The Department will contact each awardee soon to negotiate contracts. Conditional Contract Awards are subject to execution of written contracts and, as a result, this Notice does NOT constitute the formation of a contract between the Department and any awardee. No awardee shall acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed by both parties. The Department reserves the right to cancel a Conditional Contract Award for any or all districts at any time prior to execution of a contract.

As stated in the RFP, following announcement of these award decisions, all submissions in response to the RFP are 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).

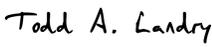
These award decisions, individually or collectively, are conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of contracts.

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

The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...
Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:00 AM
To: Debra Jacques
Cc: Moumouris, Lauren; Harvey, Rebecca; Bolstridge, Rebecca L.; Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_AMHC.doc.pdf

Ms. Jacques,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
<http://inet.state.me.us/dhhs/contracts/>

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11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: jstevenson@comcareme.org

Jody Stevenson
Community Care
40 Summer Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Stevenson,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

District 1 – Community Care
District 2 – The Opportunity Alliance
District 3 – Home Counselors Inc.
District 5 – Community Care
District 6 – Penquis C.A.P., Inc.
District 7 – Aroostook Mental Health Services, Inc.
District 8 – Aroostook Mental Health Services, Inc.

These awardees received the evaluation team's highest score within the respective districts. The Department will contact each awardee soon to negotiate contracts. Conditional Contract Awards are subject to execution of written contracts and, as a result, this Notice does NOT constitute the formation of a contract between the Department and any awardee. No awardee shall acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed by both parties. The Department reserves the right to cancel a Conditional Contract Award for any or all districts at any time prior to execution of a contract.

As stated in the RFP, following announcement of these award decisions, all submissions in response to the RFP are 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).

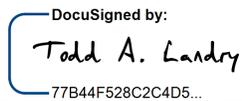
These award decisions, individually or collectively, are conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of contracts.

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The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...

Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:00 AM
To: Stevenson, Jody
Cc: Moumouris, Lauren; Harvey, Rebecca; Bolstridge, Rebecca L.; Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_Community_Care.doc.pdf

Ms. Stevenson,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
<http://inet.state.me.us/dhhs/contracts/>

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Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: rwhitley@fcct.org

Renee Whitley
Franklin County Children's Task Force
113 Church Street
Farmington, ME 04938

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Whitley,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

District 1 – Community Care
District 2 – The Opportunity Alliance
District 3 – Home Counselors Inc.
District 5 – Community Care
District 6 – Penquis C.A.P., Inc.
District 7 – Aroostook Mental Health Services, Inc.
District 8 – Aroostook Mental Health Services, Inc.

These awardees received the evaluation team's highest score within the respective districts. The Department will contact each awardee soon to negotiate contracts. Conditional Contract Awards are subject to execution of written contracts and, as a result, this Notice does NOT constitute the formation of a contract between the Department and any awardee. No awardee shall acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed by both parties. The Department reserves the right to cancel a Conditional Contract Award for any or all districts at any time prior to execution of a contract.

As stated in the RFP, following announcement of these award decisions, all submissions in response to the RFP are 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).

These award decisions, individually or collectively, are conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of contracts.

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

The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...

Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:00 AM
To: rwhitley@fcctf.org
Cc: Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_Franklin_County_CTF.doc.pdf

Ms. Whitley,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
<http://inet.state.me.us/dhhs/contracts/>

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Maine Department of Health and Human Services
Division of Contract Management
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109 Capitol Street
Augusta, Maine 04333-0011
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TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: sminzy@midcoast.com

Sarah Minzy
Director of Child & Family Services
Home Counselors, Inc.
375 Main Street
Rockland, ME 04841

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Minzy,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

District 1 – Community Care
District 2 – The Opportunity Alliance
District 3 – Home Counselors Inc.
District 5 – Community Care
District 6 – Penquis C.A.P., Inc.
District 7 – Aroostook Mental Health Services, Inc.
District 8 – Aroostook Mental Health Services, Inc.

These awardees received the evaluation team's highest score within the respective districts. The Department will contact each awardee soon to negotiate contracts. Conditional Contract Awards are subject to execution of written contracts and, as a result, this Notice does NOT constitute the formation of a contract between the Department and any awardee. No awardee shall acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed by both parties. The Department reserves the right to cancel a Conditional Contract Award for any or all districts at any time prior to execution of a contract.

As stated in the RFP, following announcement of these award decisions, all submissions in response to the RFP are 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).

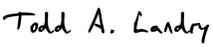
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The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...

Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:00 AM
To: sminzy@midcoast.com
Cc: Moumouris, Lauren; Harvey, Rebecca; Bolstridge, Rebecca L.; Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_Home_Counselors.doc.pdf

Ms. Minzy,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
<http://inet.state.me.us/dhhs/contracts/>

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Maine Department of Health and Human Services
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TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: tmathieu@penquis.org

Tamar Mathieu, Esq.
Director of Family Enrichment Services
Penquis C.A.P., Inc.
262 Harlow Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Mathieu,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

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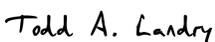
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The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...

Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:01 AM
To: tmathieu@penquis.org
Cc: Moumouris, Lauren; Harvey, Rebecca; Bolstridge, Rebecca L.; Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_Penquis.doc.pdf

Ms. Mathieu,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
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Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

8/19/2020

Via Electronic Mail: louise.marsden@opportunityalliance.org

Louise Marsden
Vice President of Programs
The Opportunity Alliance
50 Lydia Lane
South Portland, Maine 04106

SUBJECT: Notice of Conditional Contract Awards under RFP #201911201, Family Visitation Program

Dear Ms. Marsden,

In regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office of Child and Family Services, the Department has evaluated the proposals received using the evaluation criteria identified in the RFP and is hereby announcing its Conditional Contract Awards as follows:

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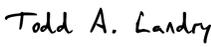
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The Department did not receive any proposals under the RFP for District 4 and, therefore, anticipates re-issuing an RFP for District 4 in the near future.

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

Sincerely,

DocuSigned by:

77B44F528C2C4D5...
Todd A. Landry, Ed D.
Director
Office of Child and Family Services
Maine Department of Health and Human Services

Charette, Thomas

From: Henning, Richard
Sent: Thursday, August 20, 2020 11:01 AM
To: Louise Marsden
Cc: Moumouris, Lauren; Harvey, Rebecca; Bolstridge, Rebecca L.; Henning, Richard
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP 201911201 -
Attachments: AL_RFP_201911201_Opportunity_Alliance.doc.pdf

Ms. Marsden,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 201911201 Family Visitation Program. The attached letter identifies the awarded Bidder(s) selected through the evaluation process.

R/

Rick Henning
Division of Contract Management
109 Capital Street, 11 SHS
Augusta, ME 04333-0011
207.287.8616 Office

RFP.DHHS@maine.gov
<http://inet.state.me.us/dhhs/contracts/>

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Community Care
DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	22.00	
Sect II. Proposed Services (Max: 40 Pts)	35.00	
Sect. III: Cost Proposal (Max: 25 Pts)	19.75	
Budget Narrative (Max: 5 Pts)	5.00	
TOTAL POINTS	(Max: 100 Points)	81.75

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Community Care
DATE: July 27, 2020

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

Total Points Available: 30.00

Score: 22.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Only 2 projects presented, birth parents received direct services. • Provides supervised visitation. • Provides Home Community Treatment (HCT). • 25 years providing services. • In 2014, had a contract with the Department for Alternative Response Program (ARP). In Districts 1, 5 & 6. • In following years with the Department, Bidder provided ARP in Districts 4, 7 & 8. • Also, in following years provided additional services for the Department. • Responsive to Department needs and collaborates to provide services. • Holds the Counsel on Accreditation for Children and Families since 2005.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart
Provided chart for this service, not an overall of the organization.
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability
<ul style="list-style-type: none"> • Financially viable based on financial statements provided. • Dun & Bradstreet not attached.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided Mental Health, Substance Abuse and Child Placement licenses.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Community Care
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 35.00

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates sites in Bangor and Biddeford. • Proposes leasing sites in Sanford and Biddeford (larger site). • Proposes 7.26 FTE as well as 2.0 FTE two supervisors. • Indicates a recruitment and retention plan in place and the ability to increase staff as needed (indicates staff was increased by 12% during COVID-19). • Proposes Saturdays for families to visit. • Indicates a VSW is empowered to open on State holidays if needed.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Answers to questions were out of order. • Indicates supporting foster families in the family visitation plan. • Indicates a supervisor on site during peak hours and 1 other staff person in the building during other hours for safety. • Proposes to contract with translation if needed. (Department would provide if needed, this cost should not be included in the Bidder's budget for this service see Q&A Summary dated March 17, 2020) • Indicates using a tool, AAIP2 which identifies high risk behaviors in parents to guide the visitation plan. • Indicates using a Nurturing Parent Program, which is evidence-based parent education. • Indicates using Motivational Interviewing and is implemented into all of their programs.
E. Information Technology Requirements (Bidder met the minimum requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: July 27, 2020

of sections 1, 2 & 3)
<ul style="list-style-type: none"> • Proposes to provide families with equipment to provide telehealth visits and lending devices for parent to use. • Indicates an IT administrative person on staff.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates supervisor to observe VSW's while working out in the field.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> • Indicates a HIPAA compliance officer on staff.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Proposes recruitment to start in August.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 1
 BIDDER NAME/ORG: Community Care
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 19.75

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
45.00	÷	56.97	x	25 points	=	19.75

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 5.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	25.00	
Sect II. Proposed Services (Max: 40 Pts)	21.00	
Sect. III: Cost Proposal (Max: 25 Pts)	25.00	
Budget Narrative (Max: 5 Pts)	3.00	
TOTAL POINTS	(Max: 100 Points)	74.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

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

Total Points Available: 30.00

Score: 25.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Indicates 18 years' experience in supportive visitation, 2002 to present. • Indicates sites in 11 counties (as indicated in Section II of the Bidder's proposal). • Indicates Judicial experience with courts. • Indicates child behavioral experience. • Indicates multiple locations and provides transportation. • Indicates having over 90 staff. • Previous history, experience was short on staffing. • During COVID-19, good communication with the Department.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Mental Health license and certification for Supervisory Visitation.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 21.00

Evaluation Team Comments: Bidder did not follow the format required in the RFP, making it difficult for the team to find answers.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates sites in District 1, Biddeford and Sanford. Kitchenettes and individual rooms. • Propose a backup staff person for vacations and when needed. • Indicates 8 visit rooms. • Proposes 7 FTE's and part time staff.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 & 13)
<ul style="list-style-type: none"> • Indicates requiring identification for all adult visitors, unless previously introduced by a DHHS case worker. • 6.c. unclear if addressed. • 6.e. foster families not mentioned. • 12.a. Bidder indicates it would be challenged to document notes within the 5 business days stated in the RFP. • 12.b. unclear if addressed.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1 & 3)
<ul style="list-style-type: none"> • 2.d. HIPAA not addressed.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates internal quality assurance review with a coordinator.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors, Inc.

DATE: July 27, 2020

H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">Indicates in months 1 & 2, recruitment would start.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 1
 BIDDER NAME/ORG: Home Counselors, Inc.
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 25.00

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
45.00	÷	45.00	x	25 points	=	25.00

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 3.00

Evaluation Team Comments:

Unclear of individual amounts.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	25.00	
Sect II. Proposed Services (Max: 40 Pts)	21.00	
Sect. III: Cost Proposal (Max: 25 Pts)	25.00	
Budget Narrative (Max: 5 Pts)	3.00	
TOTAL POINTS	(Max: 100 Points)	74.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

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

Total Points Available: 30.00

Score: 25.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Indicates 18 years' experience supportive and visitation, 2002 to present. • Indicates sites in 11 counties (as indicated in Section II of the Bidder's proposal). • Indicates Judicial experience with courts. • Indicates Child Behavioral experience. • Indicates Multiple locations and provides transportation. • Indicates over a staff of 90. • Previous history, experience was short on staffing. • During COVID-19, good communication with the Department.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Mental Health license and certification for Supervisory Visitation.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 21.00

Evaluation Team Comments: Bidder did not follow the format required in the RFP, making it difficult for the team to find answers.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates in District 2, Portland 6 rms, and in Bath w 4 rooms. Kitchenettes and individual rooms. • Propose a backup staff person for vacations and when needed. • Indicates 10 visit rooms. • 9 FTE's proposed. Team is unclear why 10 FTE wouldn't be utilized based on the number of visit rooms available.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 & 13)
<ul style="list-style-type: none"> • Indicates requiring identification for all adult visitors, unless previously introduced by a DHHS case worker. • 6.c. unclear if addressed. • 6.e. foster families not mentioned. • 12.a. Bidder indicates it would be challenged to document notes within the business days stated in the RFP. • 12.b. unclear if addressed.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1 & 3)
<ul style="list-style-type: none"> • 2.d. HIPAA not addressed.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates internal quality assurance review with a coordinator.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Home Counselors, Inc.

DATE: July 27, 2020

H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
• Indicates in months 1 & 2, recruitment would start.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 2
 BIDDER NAME/ORG: Home Counselors, Inc.
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 25.00

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
45.00	÷	45.00	x	25 points	=	25.00

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 3.00

Evaluation Team Comments:

Unclear of individual amounts.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: The Opportunity Alliance
DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	26.00	
Sect II. Proposed Services (Max: 40 Pts)	35.00	
Sect. III: Cost Proposal (Max: 25 Pts)	13.63	
Budget Narrative (Max: 5 Pts)	5.00	
TOTAL POINTS	(Max: 100 Points)	79.63

EVALUATION OF SECTION I

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: The Opportunity Alliance
DATE: July 27, 2020

Organization Qualifications and Experience

Total Points Available: 30.00

Score: 26.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Indicates parenting and visitation experience. • Indicates in business over 50 years. • Indicates founded in 1965. 46 integrated community based and clinical programs. • Indicates it is the Community Action Agency for Cumberland County. • Indicates it runs the McCauley House. • Has a large presence in the community.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart
<ul style="list-style-type: none"> • Provided organization chart for just this service, not an overall organization.
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided multiple license/certifications.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided form which was accurate at time of submission, however expired July 1, 2020.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: The Opportunity Alliance
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 35.00

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates facilities in Portland, Bridgton, Auburn, Windham and S. Portland. • Proposes a facility in Sagadahoc. • Indicates 12 VSW's.
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Indicates an in-depth background check to include, FACIS Level 3 Search Governmental agencies.
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Indicates a supervisor on site for safety. • Indicates additional training in de-escalation situations. • Indicates using SMART goals for visitation plan. • Indicates using a parent coaching program. • Indicates using motivational interviewing. • Indicates staff uses engagement approaches to involve parents. • Indicates utilizing technology for accessibility. • Indicates birth parents and resource parents are engaged in the visitation plan.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
<ul style="list-style-type: none"> • Clearly written.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates continuous quality improvement plan in addition to the surveys.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
H. Staff Requirements and Qualifications (Bidder met the minimum requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: The Opportunity Alliance

DATE: July 27, 2020

of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
• Indicates month 2 recruitment starts.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 2
 BIDDER NAME/ORG: The Opportunity Alliance
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 13.63

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
45.00	÷	82.55	x	25 points	=	13.63

Evaluation Team Comments:

Rate appears high.

Budget Narrative

Total Points Available: 5.00 Score: 5.00

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services

NAME OF RFP COORDINATOR: Rick Henning

NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	Pass:	Fail:
◆		
	Points Awarded:	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	23.00	
Sect II. Proposed Services (Max: 40 Pts)	18.00	
Sect. III: Cost Proposal (Max: 25 Pts)	25.00	
Budget Narrative (Max: 5 Pts)	4.00	
TOTAL POINTS	(Max: 100 Points)	70.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children's Task Force

DATE: July 27, 2020

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

Total Points Available: 30.00

Score: 23.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none">• Indicates providing visitation in divorce custody cases 7 days a week.• Founded in 1978.• Indicates projects child welfare related.• Child Abuse Neglect (CAN) Council in Franklin County.
2. Subcontractors and/or Consultants
<ul style="list-style-type: none">• Not addressed.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none">• No current or expected cases.
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none">• Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none">• Provided multiple licensures and certifications.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none">• Provided, was valid at time of submission, however expired in July 2020.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Franklin County Children’s Task Force
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 18.00

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates sites in Farmington, So. Paris and downtown Lewiston. • Proposes additional sites as needed. • Indicates weekend/holiday appointments available. • Indicates 6 VSW’s & 3 team leaders. Team is concerned staffing will not be adequate.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates assigning a VSW within 24 hours or 1 business day of referral.
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Indicates SMART goals used for visitation plan. • Proposes to require parents to sign releases for attorney, DHHS and other agency records, which is not a DHHS requirement and would delay visitation appointments. • Safety responses are unrealistic. Only 1 person to enter and pickup child, parent cannot have done drugs prior to pickup, parents cannot swear during visits, checking of person and any bags prior to entrance, parents cannot leave once inside of building until visit is complete. • Proposes to have all notes in the system within 48 hours is unrealistic. • Proposes to have visitations scheduled within 24 hours is unrealistic.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
<ul style="list-style-type: none"> • Affirmed their ability to do these requirements.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: July 27, 2020

requirements of sections 1, 2, 3, 4 & 5)
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
<ul style="list-style-type: none"> Bidder prefers VSW’s to have an Associate Degree in social work or related field.
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports
<ul style="list-style-type: none"> Not addressed.
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> Unclear if utilizing current staff to supervise the visits and hiring new staff October 1, gap in service?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 3
 BIDDER NAME/ORG: Franklin County Children's Task Force
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 25.00

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
38.79	÷	38.79	x	25 points	=	25.00

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 4.00

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	25.00	
Sect II. Proposed Services (Max: 40 Pts)	21.00	
Sect. III: Cost Proposal (Max: 25 Pts)	21.55	
Budget Narrative (Max: 5 Pts)	3.00	
TOTAL POINTS	(Max: 100 Points)	70.55

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

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

Total Points Available: 30.00

Score: 25.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Indicates 18 years' experience supportive and visitation, 2002 to present. • Indicates sites in 11 counties (as indicated in Section II of the Bidder's proposal). • Indicates Judicial experience with courts. • Indicates Child Behavioral experience. • Indicates multiple locations. • Indicates providing transportation. • Indicates over a staff of 90. • Previous history, experience was short on staffing. • During COVID-19, good communication with the Department.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Mental Health license and certification for Supervisory Visitation.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Home Counselors, Inc.
DATE: July 27, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 21.00

Evaluation Team Comments: Bidder did not follow the format required in the RFP, making it difficult for the team to find answers.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates in District 3 - Lewiston, Wilton and Norway, kitchenettes and individual rooms. • Proposes a backup staff person for vacations and when needed. • 7 visit rooms. • 13 FTE's proposed. 2 full time substitutes. Proposed part time staff.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 & 13)
<ul style="list-style-type: none"> • Indicates requiring identification for all adult visitors, unless previously introduced by a DHHS case worker. • 6.c. unclear if addressed. • 6.e. foster families not mentioned. • 12.a. Bidder indicates it would be challenged to document notes within the 5 business days stated in the RFP. • 12.b. unclear if addressed.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1 & 3)
<ul style="list-style-type: none"> • 2.d. HIPAA not mentioned.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates internal quality assurance review with a coordinator.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors, Inc.

DATE: July 27, 2020

H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">Indicates in months 1 & 2, recruitment would start.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 3
 BIDDER NAME/ORG: Home Counselors, Inc.
 DATE: July 27, 2020

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

Total Points Available: 25.00 Score: 21.55

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
38.79	÷	45.00	x	25 points	=	21.55

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 3.00

Evaluation Team Comments:

Unclear of individual amounts.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5 – ONLY BIDDER

BIDDER NAME/ORG: Community Care

DATE: July 28, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services

NAME OF RFP COORDINATOR: Rick Henning

NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 5 – ONLY BIDDER
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

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

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • 2 projects presented, birth parents received direct services. • Provides supervised visitation. • Provides Home community treatment (HCT). • 25 years providing services. • In 2014, had a contract with the Department for Alternative Response Program (ARP). In Districts 1, 5 & 6. • In following years with the Department, provided ARP in Districts 4, 7 & 8. Also provided additional services. • Responsive to Department needs and collaborates to provide services. • Holds the Counsel on Accreditation for Children and Families since 2005.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart
Provided chart for this service, not an overall of the organization.
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability
<ul style="list-style-type: none"> • Financially viable based on financial statements provided. • Dun & Bradstreet not attached.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided Mental Health, Substance Abuse and Child Placement licenses.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 5 – ONLY BIDDER
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

**EVALUATION OF SECTION II
Proposed Services**

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates a Skowhegan site in the DHHS building. • Proposes to lease a couple sites in Augusta and surrounding area. • Proposes adequate staff, including a supervisor. • Indicates a recruitment and retention plan in place and the ability to increase staff as needed (indicates staff was increased by 12% during COVID-19). • Proposes Saturdays for families to visit. • VSW is empowered to open on State holidays if needed.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Answers to questions were out of order. • Indicates supporting foster families in the family visitation plan. • Indicates supervisor on site during peak hours and 1 other staff person in the building during other hours for safety. • Proposes to contract with translation if needed (cost should not be included in rate as the Department would provide the service if needed) • Indicates a tool in use, AAIP2 which identifies high risk behaviors in parents to guide the visitation plan. • Indicates utilizing a Nurturing Parent Program, which is evidence-based parent education. • Indicates Motivational Interviewing implemented into all of their programs.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
<ul style="list-style-type: none"> • Proposes to provide families with equipment to provide telehealth visits and lending devices for parent to use. • Indicates an IT administrative person on site.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5 – ONLY BIDDER

BIDDER NAME/ORG: Community Care

DATE: July 28, 2020

F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates a supervisor that observes VSW's while working out in the field.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> • Indicates a HIPAA compliance officer on staff.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Proposes recruitment to start in August.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 5 – ONLY BIDDER
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

**EVALUATION OF SECTION III
Cost Proposal**

Cost Proposal
54.25

Budget Narrative

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none">• Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

Uj v 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	22.00	
Sect II. Proposed Services (Max: 40 Pts)	35.00	
Sect. III: Cost Proposal (Max: 25 Pts)	25.00	
Budget Narrative (Max: 5 Pts)	5.00	
TOTAL POINTS	(Max: 100 Points)	87.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

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

Total Points Available: 30.00

Score: 22.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • 2 projects presented, birth parents received direct services. • Indicates providing supervised visitation. • Indicates providing Home Community Treatment (HCT). • Indicates 25 years providing services. • In 2014, had a contract with the Department for Alternative Response Program (ARP). In Districts 1, 5 & 6. • In following years with the Department, provided ARP in Districts 4, 7 & 8. Also provided additional services. • Responsive to Department needs and collaborate to provide services. • Indicates holding the Counsel on Accreditation for Children and Families since 2005.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart
Provided chart for this service, not an overall of the organization.
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability
<ul style="list-style-type: none"> • Financially viable based on financial statements provided. • Dun & Bradstreet not attached.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided Mental Health, Substance Abuse and Child Placement licenses.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Community Care
DATE: July 28, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 35.00

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Has a site in Bangor and proposing sites in Dover and Lincoln. • Proposes leasing sites in Lincoln and Dover. • Proposes 12.85 VSW FTE's and 3 FTE supervisors. • Indicates a recruitment and retention plan in place and the ability to increase staff as needed (indicates staff was increased by 12% during COVID-19). • Proposes operating on Saturdays for families to visit. • Indicates a VSW is empowered to open on State holidays if needed.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Answers to questions were out of order. • Indicates supporting foster families in the family visitation plan. • Supervisor on site during peak hours and 1 other staff person in the building during other hours for safety. • Proposes to contract with translation if needed. (Department would provide if needed, this cost should not be included in the Bidder's budget for this service.) • Indicates a toll, AAIP2 which identifies high risk behaviors in parents to guide the visitation plan. • Indicates using a Nurturing Parent Program, which is evidence-based parent education. • Indicates Motivational Interviewing is implemented into all of their programs.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Community Care

DATE: July 28, 2020

<ul style="list-style-type: none"> • Proposes to provide families with equipment to provide telehealth visits and lending devices for parent to use. • Has IT administrative person on site.
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Indicates a supervisor observes VSW's while working out in the field.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> • Indicates a HIPAA compliance officer on staff.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Proposes recruitment to start in August.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 6
 BIDDER NAME/ORG: Community Care
 DATE: July 28, 2020

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

Total Points Available: 25.00 Score: 25.00

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
55.65	÷	55.65	x	25 points	=	25.00

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 5.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Penquis C.A.P., Inc.
DATE: July 28, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services
NAME OF RFP COORDINATOR: Rick Henning
NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
Numerical Score:		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	30.00	
Sect II. Proposed Services (Max: 40 Pts)	36.00	
Sect. III: Cost Proposal (Max: 25 Pts)	23.86	
Budget Narrative (Max: 5 Pts)	5.00	
TOTAL POINTS	(Max: 100 Points)	94.86

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Penquis C.A.P., Inc.
DATE: July 28, 2020

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

Total Points Available: 30.00

Score: 30.00

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • 50 years of experience. • Approximately 20 years working with the Department. • Current provider for both Family Time Coaching and Visitation for District 6. • Good working relationship with Department. Communication is good. • Responsive to the Department's need. • Provides transportation for District 6. • Offer 50+ programs. • Recently merged with the Charlotte White Center. • Community partnership is a strength. • Child Abuse and Neglect Council in Penobscot and Piscataquis county. • Created The Journey House in 2009. • Safe Haven Visitation for Families with Domestic Violence grant from 2012-2017.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
5. Financial Viability (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Financially viable.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Penquis C.A.P., Inc.
DATE: July 28, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40.00 Score: 36.00

Evaluation Team Comments: In-depth responses, real time information, organized well.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Currently have sites in Bangor, Dover and Lincoln. Kitchens and 9 rooms. • Proposes Saturday visits. • Indicates Bangor site on city route for transportation. • Proposes 14 FTE's. Proposes additional staff for afterschool visits. • Secured special areas in parking lot for COVID-19 visits. • Currently have 100 slots and can increase to 140 for afterschool visits.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Answers to questions were out of order. • Indicates there is an orientation meeting for parents 30 minutes prior to visits to explain the rules, guidelines and what they can expect. • Proposes a plan for incarcerated parents to visit. • Clear plan for VSW's role, well defined. • Proposes to build better relationships with resource parents. • Proposes supporting the child's adjustment with positive relationship between birth families and foster families.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
<ul style="list-style-type: none"> • Demonstrates advanced technology infrastructure. • Indicates system handles 700 users in 40 locations. • Indicates using a Hyper converge infrastructure. • Indicates they have 2 climate control locations with generator backups.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis C.A.P., Inc.

DATE: July 28, 2020

F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> Secure IT is highly conducive to PHI confidentiality.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
<ul style="list-style-type: none"> Indicates Positive Parenting and Nurturing programs.
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> Proposes recruitment in Oct and hire in Nov and Dec. Unclear if these are for additional staff.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
 RFP TITLE: FAMILY VISITATION PROGRAM
 DISTRICT #: 6
 BIDDER NAME/ORG: Penquis C.A.P., Inc.
 DATE: July 28, 2020

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

Total Points Available: 25.00 Score: 23.86

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
55.65	÷	58.30	x	25 points	=	23.86

Evaluation Team Comments:

Budget Narrative

Total Points Available: 5.00 Score: 5 .00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services

NAME OF RFP COORDINATOR: Rick Henning

NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 7 - ONLY BIDDER
BIDDER NAME/ORG: Aroostook Mental Health Services
DATE: July 28, 2020

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

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 1964, operating for 56 years. • Considered Center of Excellence for Substance Abuse. • Indicates 26 sites in Aroostook, Washington and Hancock counties. • Provide visitation for D6 (subcontracted), D7 and D8. • Mission statement is Integrated Healthcare. • Current experience with agency, struggles with complete staffing in D7
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • No current and 1 closed in the past 5 years. \$17,700 paid back to Federal healthcare, no admission of wrongdoing. An employee was paid with funds, but excluded from doing the work during the period of 12/4/17 – 7/12/18.
5. Financial Viability
<ul style="list-style-type: none"> • Attached financial Statements for SFY16, 17 & 18 (signed Jan 2019). 2019 financials not available to be submitted? • Dun & Bradstreet report not attached.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Mental health & substance abuse licenses, however they expired in May.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided, however expired in May.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 7 - ONLY BIDDER
BIDDER NAME/ORG: Aroostook Mental Health Services
DATE: July 28, 2020

**EVALUATION OF SECTION II
Proposed Services**

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Locations in Ellsworth, Machias and Calais. • Indicates providing services on weekends and holidays if needed. • Indicates there is full time, part time and per diem staffing for flexible scheduling. • .
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Indicates providing services in COVID-19 by switching to remote visits. • Use per diem staff for peak hours. • Indicates using the Nurturing Parent model. • Indicates developing close relationship with (birth?) parents. • Indicates including foster parents when applicable with team meetings and plans.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> • Indicates employing a Privacy officer.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
<ul style="list-style-type: none"> • 4 FTE's and 3 per diem staff.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 2020

I. Training Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Working, already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 2020

**EVALUATION OF SECTION III
Cost Proposal**

Cost Proposal
55.00

Budget Narrative

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none">• Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 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 Facilitator 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.*

DEPARTMENT NAME: Department of Health and Human Services

NAME OF RFP COORDINATOR: Rick Henning

NAMES OF EVALUATORS: Wendy Karnes, Rebecca Bolstridge, Wayne Harmon, Dan Dresser

SUMMARY PAGE

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 8 - ONLY BIDDER
BIDDER NAME/ORG: Aroostook Mental Health Services
DATE: July 28, 2020

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

Evaluation Team Comments:

Part IV. B. Section I. Organizational Qualifications and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 1964, operating for 56 years. • Considered Center of Excellence for Substance Abuse. • Indicates 26 sites in Aroostook, Washington and Hancock counties. • Provide visitation for D6 (subcontracted), D7 and D8. • Mission statement is Integrated Healthcare. • Current experience with agency, struggles with complete staffing at times in D8.
2. Subcontractors and/or Consultants (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • None.
3. Organizational Chart (Bidder meets the minimum requirements of this section)
4. Litigation (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • No current and 1 closed in the past 5 years. \$17,700 paid back to Federal healthcare, no admission of wrongdoing. An employee was paid with funds, but excluded from doing the work during the period of 12/4/17 – 7/12/18.
5. Financial Viability
<ul style="list-style-type: none"> • Attached financial Statements for SFY16, 17 & 18 (signed Jan 2019). 2019 financials not available to be submitted? • Dun & Bradstreet report not attached.
6. Licensure/Certification (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Mental health & substance abuse licenses, however they expired in May.
7. Certificate of Insurance (Bidder meets the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided, however expired in May.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 8 - ONLY BIDDER
BIDDER NAME/ORG: Aroostook Mental Health Services
DATE: July 28, 2020

**EVALUATION OF SECTION II
Proposed Services**

Evaluation Team Comments:

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of sections 1 & 2)
<ul style="list-style-type: none"> • Locations in Caribou, Ft. Kent, Houlton, Madawaska and Presque Isle. • Indicates providing services on weekends and holidays if needed. • Indicates there is full time, part time and per diem staffing for flexible scheduling.
B. Background Checks (Bidder met the minimum requirements of this section)
C. Referral Requirements (Bidder met the minimum requirements of sections 1 & 2)
D. Visitation Service Requirements (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13)
<ul style="list-style-type: none"> • Indicates providing services in COVID-19 by switching to remote visits. • Use per diem staff for peak hours. • Indicates using the Nurturing Parent model. • Indicates developing close relationship with (birth?) parents. • Indicates including foster parents when applicable with team meetings and plans.
E. Information Technology Requirements (Bidder met the minimum requirements of sections 1, 2 & 3)
F. Quality Assurance (Bidder met the minimum requirements of sections 1 & 2)
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of sections 1, 2, 3, 4 & 5)
<ul style="list-style-type: none"> • Indicates employing a Privacy officer.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of sections 1, 2, 3, 4, 5 & 6)
<ul style="list-style-type: none"> • 9 FTE's VSW's and 2 per diem staff.
I. Training Requirements (Bidder met the minimum requirements of sections 1, 2

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 2020

& 3)
J. Performance Measures (Bidder met the minimum requirements of this section)
K. Reports (Bidder met the minimum requirements of sections 1 & 2)
2. Implementation - Work Plan (Bidder met the minimum requirements of this section)
• Working, already in place.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8 - ONLY BIDDER

BIDDER NAME/ORG: Aroostook Mental Health Services

DATE: July 28, 2020

**EVALUATION OF SECTION III
Cost Proposal**

Cost Proposal
55.00

- Same budget for both D7 & D8? D8 more sites and staffing.

Budget Narrative

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none">• Written clearly, understand where funding is going. |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/20/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- established 1995 • P supervised visit experience through TFC • P- experience with IT requirements through ARP contracts
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I- 3.63 VSW's per supervisors, 2 supervisors
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- licensed mental health and substance use treatment
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • N- not finding it?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/20/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- will lease a larger office in Biddeford and one in Sanford • P- recognizing peak visit hours are 2 to 7 • P- waiting area, kitchenette and visit rooms • P- combo full time and part time staff and onsite supervisory presence at each center • I – increased employees by 12% since COVID and has a recruitment and retention plan for staff. • P – professional development
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- the two supervisors will not take vacation at the same time.
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- least restrictive, transportation and scheduling needs including siblings. • P- Safety- onsite supervisory presence during peak hours, will always have one additional staff person not participating in a visit at the time for safety. Use of pre and post visit time to plan and debrief to prevent conflict. • I- using funds to equipment each family center with tele-health capacity and lending devices that use wifi and cellular data to allow visits to occur remote if necessary. • N- no specific plan for parent in treatment facility, or incarcerated, will collaborate with DHHS to come up with plan. P-I- Culturally sensitive visitation N? – says they will contract for interpretation services, this was answered in RFP amendment #1

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/20/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program

E. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
F. Quality Assurance (Bidder met the minimum requirements of this section)
• P- COA has a QIP
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P- Has a HIPAA compliance officer.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
•
I. Training Requirements (Bidder met the minimum requirements of this section)
• P- has a current RELIAS account- minimum 25 hours initial training
• Additional trainings for supervisors
•
J. Performance Measures (Bidder met the minimum requirements of this section)
• P- QIP/COA PQI team for each program use plan do study act model.
K. Reports (Bidder met the minimum requirements of this section)
• P- has an electronic health record that tracks progress towards performance measures
2. Implementation - Work Plan
• P- would start recruitment of staff in August if awarded contract.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/20/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Bidder only referenced two projects
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• No subcontractors to be used. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
4. Litigation (Bidder met the minimum requirements of this section)
• None in last 5 years. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/20/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Implementation - Work Plan
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Community Care
DATE: 7/17/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • P – Council on Accreditation for Children and Families since 2005 • P – Holds Child Placing and Mental Health licensing • I – Est. 1995 (25 years as an organization) • I – First program offered was for Treatment Foster Care. This program specifically focused on recruiting/training/supporting treatment care foster parents and represents the foundation for their experience as a provider • I – In 2004, began focusing on providing prevention services (i.e. post-reunification support). Developed the Community Family Support Services Program as their Home and Community Treatment Program • P – In 2014, received award (Alternative Response Program – Districts 1, 5, 6) • P – Has supported all but two districts in State of Maine • P – Based on past experience with Maine DHHS, they are very familiar with IT requirements and fully trained on MACWIS. Their IT systems are already established to work with the State of Maine network • P – Provided visual depiction of organization timeline (1995-present) • I – “Unconditional positive regard” philosophy • Q – Provided birth parents as representative projects for “Project One” and “Project 2” • N – Did not provide three examples of projects as required by RFP 201911201 (Part IV. B. Section I, Sub-section 1). Only provided a description of two projects
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/17/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided – Identified Executive Director, Clinical Director, and Program Director by name and indicated staffing for two VSW supervisors, each with 3.63 (FTE) VSW staff reporting to them
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No litigation in past 5 years
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided financial statements with Independent Auditor’s Reports for FYs 2017, 18, and 19
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided proof of licensure to operate a mental health agency (exp. 7/20/20) • P – Provided proof of licensure to operate a substance abuse agency (exp. 7/20/20) • P – Provided proof of licensure to operate a child placing agency (exp. 3/31/2021)
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided certificate of liability insurance <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 9/15/2020) ○ Automobile Liability (exp. 9/15/2020) ○ Umbrella Liability (exp. 9/15/2020) ○ Worker’s Comp (exp 11/15/2020)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/17/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Current facility located at 13 Park St., Saco • I – Larger facilities to be leased in Sanford and Biddeford (no date given as to when these would be ready for use) • I – Each facility will include: <ul style="list-style-type: none"> ○ Waiting area ○ Kitchenette – equipped with microwave, refrigerator, sink ○ Visitation Rooms - “warm and inviting” with activities suitable to children of all ages. Tables and chairs for families to dine together privately • I – Open from 7am-7pm M-F, Saturday hours will be available as needed, VSW empowered to open on state holidays as needed • I – Provides assurance that each facility will meet all fire safety requirements and emergency protocols posted • I – Emergency protocols will be reviewed with family members at the start of the first visit • I – Combination of full- and part-time staff to cover needs – acknowledges that staffing will accommodate peak-time visitation between 2pm and 7pm • I – Two full-time VSW supervisors who will: <ul style="list-style-type: none"> ○ support/supervise VSWs (especially during peak hours), ○ manage referrals, ○ attend FTMs (as needed) ○ participate in pre/post meetings and visitations, ○ supervise visits on-premise at each center, ○ attend quarterly (or otherwise scheduled) Department meetings to discuss services and contract matters, ○ act as primary contact for OCFS to resolve issues/concerns ○ responsible for facility equipment stock, cleanliness, repair, and safety ○ supervised by the agency “PD” (program director?). “PD” is responsible for working with VSW to ensure all needs and contractual compliance elements are met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/17/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Q – Did not see same level of description for the VSW as was described for the VSW Supervisor in this section
- P – Has increased staff by 12% since the start of the COVID-19 pandemic
- P – Acknowledges the staffing challenges/shortages in the overall field at present and speaks to specific organizational focus on recruitment and retention through the following CC practices:
 - Prospector Program
 - Professional Marketing
 - Competitive Wages
 - Excellent Benefits
 - Wage Increase System
 - Supportive Supervision
 - Close Collaboration with UMO, USM, UNE, and others
 - Diverse Advertising Strategy
 - Professional Development

B. Background Checks (Bidder met the minimum requirements of this section)

- I – Background checks performed by this organization:
 - State Bureau of Investigation – upon hire and annually
 - Department of Motor Vehicles – upon hire and annually
 - Child Protective Services – upon hire and bi-annually
 - State Sex Offender Registry – upon hire and annually
 - Nat'l Sex Offender Registry – upon hire and bi-annually
 - Federal and State Excluded Parties – upon hire and quarterly
 - Licensed Individuals are checked prior to hiring for his/her specific license validity and the presence of disciplinary action
- I – Exclusions for hiring include:
 - Criminal conviction for:
 - Abuse, neglect, or exploitation
 - Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person
 - Sexual offense
 - Substantiated finding of abuse/neglect
 - Arrest or conviction of OUI or other unsafe driving history
- I – Policy is administered by CC's HR dept (overseen by the Executive Director)

C. Referral Requirements (Bidder met the minimum requirements of this section)

- I – Provides services to all families referred by DHHS (or federally recognized tribe)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 7/17/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Referral identified as complete when it has been received by the visitation agency from CW staff.

- I – Referral process outlined:
 - VSW Supervisor will initially review the referral to identify any potential conflict-of-interest (as outlined in the RFP) that may arise between the organization and the family referred. If there are any indications of conflict-of-interest, VSW supervisor will look to the PD to assess further. If conflict-of-interest exists, it (along with resolution) will be documented (by whom?)
 - VSW Supervisor will review individual needs/circumstances of the referred family to ensure proper safeguards for safety and other accommodation consideration for that specific family’s needs
 - VSW Supervisor will assign a VSW within three business days of referral
 - VSW Supervisor will ensure that visit occurs within seven calendar days of receiving the referral
 - VSW Supervisor will provide guidance to VSW on specific family needs/considerations
 - VSW Supervisor will document the scheduling efforts of the VSW and will maintain a spreadsheet with referral and assignment data, including all contact/attempt dates and date of first scheduled visit
 - VSW Supervisor will review spreadsheet with PD weekly

- I – Vacation scheduling will prohibit both VSW Supervisors to be out at the same time

D. Visitation Service Requirements (Bidder met the minimum requirements of this section)

- I - CC Sites many hours of collaboration with OCFS regarding overall aspects of providing for the needs of children and families
- I – Speaks to the safety requirements in RFP by implementing the following:
 - Providing safe, clean environment for visits
 - If the VSW Supervisor is not present, a second VSW will be present
 - Always ensures there are at least two staff present in each center who is available to assist (not engaged in a visit)
 - The individual not engaged in a visit (or otherwise working directly with a family) will provide general monitoring of the facility (waiting area, pickup/drop-off sites) and ensure that the parameters of the family plan for each specific family are followed.

**STATE OF MAINE
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DATE: 7/17/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Ensuring there is a time lapse between drop-off and pickup times ○ Provide for social distancing and health concerns amidst pandemic through both physical and technical means ● Provides Nurturing Parenting (NP) program training ● Provides staff with Trauma Informed and practice training ● Maintains a posture of “unconditional positive regard” ● Utilizes FTMs to monitor circumstances and safety concerns
<p>E. Information Technology Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – CC acknowledges and affirms that they will meet all the technology requirements set forth in RFP
<p>F. Quality Assurance (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – CC speaks to their quality assurance approach as follows: <ul style="list-style-type: none"> ○ The Quality Improvement Plan (QIP) is the main vehicle for monitoring, maintaining, and continuously improving quality of their services ○ Conducts quarterly parental surveys that cover a wide range of items, including staff, parent’s schedule accommodations, parental education, facility, and solicits free-form feedback from parent) ○ CC affirms they will use this survey data to improve services provided
<p>G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – CC speaks to their approach to confidentiality and PII as follows: <ul style="list-style-type: none"> ○ CC employs a HIPAA Compliance Officer who is directly responsible for protection of PII and other sensitive data ○ Affirms all data obtained by the department will be adequately protected ○ Sites the “Department’s Business Associate Agreement” and other state/federal laws, rules, regulations as the basis for their conduct with regard to protecting this data ○ PHI compliance will be reviewed quarterly (or more frequently as needed) ○ CC will notify the department immediately upon any potential/confirmed breach and will work with the department to coordinate a response ● All staff receives HIPAA training (in-person) before providing services and annually

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<p>H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none">• I – VSW Requirements<ul style="list-style-type: none">○ CC acknowledges and affirms VSW will meet the minimum requirements in H.5 (a., b., c.)• I – VSW Supervisor Requirements<ul style="list-style-type: none">○ CC acknowledges and affirms VSW Supervisor will meet the minimum requirements as outlined in H.6 (a.,b.,c.) and further adds that their VSW Supervisor will also have a minimum of one year of supervisor experience.• I – Included job descriptions for:<ul style="list-style-type: none">○ Executive Director○ Clinical Director○ Program Director○ Development Director○ Visit Support Worker (VSW) Supervisor○ Visit Support Worker (VSW)• I – Included resumes for:<ul style="list-style-type: none">○ David McCluskey, Executive Director○ Sean Scovil, Clinical Director○ Jill Dionne, FVP Director○ Jody Stevenson, Development Director• I – Provided staffing plan description for all positions to support the FVP RFP, including the director positions noted above, 2 FTEs (VSW Supervisors) and a total of 7.26 FTEs (VSWs)• I – Acknowledges the staffing requirements (including peak times of 2pm-7pm, M-F) and affirms can meet these requirements based on the staffing plan strategy
<p>I. Training Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none">• I – CC states they have a RELIAS account which serves for training and tracking system• I – Provided an annual training plan (table of training data with the following columns:<ul style="list-style-type: none">○ Safety○ Parent Education○ Professionalism○ Child Development & Trauma-Informed Care○ FVP Service Delivery

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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – Training to occur within first six months of hire and occur prior to service delivery • I – All staff will have a minimum of 25 hours of training prior and ongoing through the year • I – Annual “refresher” training • I – Initial training via a 5-day orientation to include: <ul style="list-style-type: none"> ○ In-seat ○ Job shadowing ○ On-the-job • I – VSW Supervisor will also be responsible for monitoring the VSW during the first visit and providing specific work plan based on observations from that visit • I – CC speaks to additional trainings to cover: <ul style="list-style-type: none"> ○ MACWIS, RDS, Pulse Secure, and email ○ Effective Supervision ○ Contractual Expectations of the FVP ○ Strategies to ensure VSW’s are meeting all expectations of the position ○ Advance Motivational Information
<p>J. Performance Measures (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – CC sites COA accreditation as driving their robust QIP (Quality Improvement Program) • I – CC site comprehensive PQI (performance quality improvement) plan focusing on goals, targets, indicators and strategies • I – CC provided a table directly acknowledging and reflecting their ability to meet the performance measure requirements outlined in RFP • I – CC sites family feedback surveys as a tool to monitor and improve services
<p>K. Reports (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – CC sites heavy reliance on electronic health record for tracking progress toward performance measures • I – Acknowledges and affirms accurate reporting within the required timeframes and at the required frequency as outlined in the RFP
<p>2. Implementation - Work Plan</p> <ul style="list-style-type: none"> • CC outlines the major components of their workplan as follows: <ul style="list-style-type: none"> ○ Contract award and meeting to negotiate details/clarify contract agreements (Executive Director, 8/15/2020) ○ Implementation of recruitment plan for VSWs and VSW Supervisors. Notes that Navigator positions will be posted prospectively prior to

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DATE: 7/17/2020

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EVALUATOR DEPARTMENT: DAFS/OIT

- award date. Working with universities for recruitment (HR Director, Development Director, 8/15/2020 – 9/15/2020)
- Developing training curriculum, scheduling initial staff orientation, setup of training system based on the needs of FVP (Clinical Director, Program Director, HR Director, 8/15/2020 – 9/15/2020)
 - FVP incorporated into CC operations, management, board, and QI/system development meetings (CC Mgmt Team, Board of Directors, CC Program Mgmt Team, 8/15/2020 – end of contract)
 - Collaboration Meetings with District DHHS staff (Development Director, Program Director, 8/21/2020 – 9/21/2020)
 - Finalization of FVP policies, procedures, protocols, systems, and QI/QA plan (Development Director, Program Director, Clinical Director, IT Coordinator (Ryan Grant), Finance (Jessica Mertz), QA Coordinator (Jessica George) 9/1/2020-9/30/2020)
 - Meet and greet with program and DHHS District staff (Program Director, 9/15/2020 – 9/30/2020)
 - Contract svcs. Begin (Program Director, 11/1/2020 – end of contract)
 - First quarterly fiscal and performance reports submitted (Finance Director (Vicki Carter), Program Director, 1/1/2021)

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INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Community Care
DATE: 7/16/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P working with DHHS child welfare since 1995 Accredited Use Result Based Accountability
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• Q none listed pg 83 various not material
5. Financial Viability (Bidder met the minimum requirements of this section)
• P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Q mental health/substance abuse expire 7/20/20 not needed/ accredited
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Community Care

DATE: 7/16/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> Q will they be operational and staffed by 10/1/2020 good plan for recruitment and retention of staff
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I Parenting and homework offered for parents wanting to learn. NP program to help develop plan all staff trained in NP – Uses AAPI-2 survey to identify parental risk factors lending devices that support wifi cellular data when in person visits can't happen. Address COVID concerns narrative notes as well as describe how goals were met.
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P currently use through ARP
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P Continued field observation
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P will use universities to recruit staff, recognize the difficulties
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P also MI/ NP continued field observation
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> P
K. Reports (Bidder met the minimum requirements of this section)

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RFP #: 201911201

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BIDDER NAME/ORG: Community Care

DATE: 7/16/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

• P
2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Home Counselors
DATE: 7/21/20
EVALUATOR NAME: Rebecca Bolstridge
EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- incorporated 1985, 90 staff, community based with many services provided in home • P-Providing visitation services since 2002 and private family pay visitation since 2011 • P- multiple locations, transportation, •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Not required, but licensed mental health
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

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RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/21/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Biddeford and Sanford facilities with kitchenette, reception areas and 4 individual rooms. Ample parking • N- visits only M-F • P- 1 visit coordinator, 1 intake scheduler, 1 admin assistance, 1 sub vsw, 7 FTE VSW and 1 full time substitute support worker to cover vacations, sick leave and overflow.
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- subscribes to Maine Background Check Center
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I- conference with intake scheduler or coordinator to review rules
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- identification for adult visitors • P- visits offered in community and parents homes as well as centers. • P- established community visitation locations • P- transportation • N- no real plan for culturally sensitive visitation • P-plan to prepare children for visits with incarcerated parents. • I- excuse for not completing documentation on time? • P- COVID-19 plan PPE
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- coordinators review all plans, ensure reports CPS reports are made and critical incidents are entered weekly.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)

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RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/21/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

•
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
•
I. Training Requirements (Bidder met the minimum requirements of this section)
• P- currently utilizes Relias Learning. 24 minimum hours initial training.
• P- has a staff educator
J. Performance Measures (Bidder met the minimum requirements of this section)
• P- utilizes a tracking database
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• I- initial purchase of subscription to Relias Learning Management?
• N-Personnel ads- months 1 and 2 after negotiation of agreement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: HOME COUNSELORS, INC.

DATE: 7/21/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Supervised visitation in several districts, Bidder met minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Provider not using subcontractors. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: HOME COUNSELORS, INC.

DATE: 7/21/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section. Lots of court training
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section. Currently uses MACWIS
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Implementation - Work Plan
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Incorporated as Project, Inc in 1981 (Rockland, ME) – Non-profit – Working with the ME Dept. of Mental Health providing Home Based Family Preservation services (pilot project) servicing mid-coast Maine• I – Followed Homebuilder's Model of Tacoma, WA• I – Projects, Inc business model based on the family preservation pilot• I – Home Counselors, Inc (HCI – privately incorporated) was "spun off" from Projects, Inc in 1985. after four years on the Home Builders project• I – Providing 35 years of continuously increasing array of services• I – Employs 90 FT and PT worker• I – All services are community-based, many of which are provided in the families' homes• I – Guiding premise: "Strong families are essential to both the healthy development of children and to the community at large."• I – HCI offerings include:<ul style="list-style-type: none">○ Home Based Family Preservation & Reunification Services (HCT)○ Supportive Family Visitation○ Outpatient○ Child Targeted Case Management○ Private Pay Family Visitation○ HCI Forums○ ParentWorks• I – Current provider of visitation services in district• I – Member of the international Supervised Visitation Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Has incorporated Maine OCFS policies and CWLA Standards of Excellence
 - Ensure visits are conducted using practices to ensure safety and nurturing environment
 - Clean facilities that mirror natural environments
 - Interaction/Intervention based on education, suggestions, feedback, modeling of good parenting skills and age-appropriate expectations for children
 - Provide trauma-informed care
 - Foster collaboration between caregivers and parents
- I – Unique HCI characteristics:
 - Already has infrastructure support for OCFS (including MACWIS access/entry, operations, locations, training and data collection)
 - Already has COVID-19 protocols in place
 - Offers visitation outside of normal hours
 - Strong collaboration practices
 - Multiple location choices
 - Transportation services
 - Trauma informed standards of care
 - Has many skilled employees in place to meet the needs specified in this RFP
 - Provides regular supervision, trainings and in-services at no charge
 - Provides extensive job-shadowing opportunities and supervision to new staff
 - 18 years of supportive visitation experience as an organization
 - Focus on maintaining good relationships with DHHS district offices
- I – Provided description of three projects as required by RFP
 - Supportive & Supervised Visitation for DHHS/OCFS:
 - 2002 – Present: Districts 4 & 5;
 - 2010 – Present: Districts 2 & 3;
 - 2014 – Present: District 1
 - Respectful interactions with families
 - Safety measures (i.e staff are issued company cell phones, flashlights, latex gloves, and emergency contact information)
 - Avg. 30,000 hours of visitation last FY with no critical incidents
 - Routine transportation of children to/from visitation sites
 - Visits are home, community or site based (per DHHS discretion at FTM)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Staff trained to provide required documentation of visits (DHHS approved forms)
- Maintain safe supportive environment for all involved in visits
- Focus on positive parent-child engagements
- Multiple HCI sites to accommodate family/child locations
- Pre- and post-meetings between HCI support workers and NCPs to review observations and answer parent questions
- References positive client-satisfaction scores/metrics covering HCI safety measures, supportiveness, scheduling accommodations, and NCP education
- Administers AAPI-2 parenting survey when receiving new referrals. Data used to inform visitation coordinators and develop instructions for visits so as to tailor specific approach for each family's needs
- Empower children for independence
- Has participated in Quality Assurance Site reviews conducted by OCFS. Positive results
- Diligent in implementing suggestions for improvements
- COVID-19 ready – teleconferenced visits and currently prepping for on site visits
- I – Maine Judicial Branch, Administrative Office of the Courts
 - Support through ParentWorks services which merged with HCI in 1998
 - Provides monthly parent education class focused on educating divorced/separated parents on how to work through disputes while keeping the best interests of the child(ren) in mind
 - Four-hour classes
 - Divorcing parents placed in separate sessions
 - Evaluation data:
 - 363 parental figures over the past 5 years
 - 687 children represented over the past 5 years
 - 98% attendees completed a class evaluation
 - 97% indicated intent to use information taught
 - 94% indicated would recommend to others
 - 99% indicated that presenters well-prepared
 - Since October 2007, 821 parents successfully completed
 - 1533 children represented since 2007
 - 67% of participants initially referred by Family Courts

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

	<ul style="list-style-type: none"> ▪ Participation by gender 50/50 split ▪ Additional stats cited ○ I – DHHS Children’s Developmental & Behavioral Health Services <ul style="list-style-type: none"> ▪ Home Based Family Preservation ▪ Focus of services to maintain integrity of family unit as best suits the interests of the child ▪ Governed by HCT MaineCare Section 65 rules, services are implemented in the family’s home and are: <ul style="list-style-type: none"> • Child-centered • Family and solution focused • Intensive • Time-limited • Team delivered ▪ MaineCare families eligible for children under 21 with behavioral/emotional/mental health needs ▪ Individualized services and varying intensity based on family’s needs ▪ Regular QA reviews with Div. of Licensing ▪ Develop support systems for families ▪ In many cases, no legal relationship exists between parents or partners ▪ 30+ years of experience in this capacity
2.	Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Will not be using sub-contractors
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided district org chart
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I - None
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided FY 17, 18, 19 and Dun & Bradstreet report
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided certificate/licensing information for the following: <ul style="list-style-type: none"> ○ Licensed Mental Health Agency (Exp. 01/28/22) ○ Certificate of Membership of the Supervised Visitation Network ○
7.	Certificate of Insurance (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|---|
| <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 4/10/2021) ○ Automobile Liability (exp. 4/10/2021) ○ Umbrella Liability (exp. 4/10/2021) ○ Worker’s Comp (exp 1/17/2021) ○ Directors & Officers Liability (exp. 4/10/2021) |
|---|

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – HCI Corporate HQ: 375 Main St., Rockland ● I – Maintains sites for supportive visitation in 11 counties ● I – Sites include <ul style="list-style-type: none"> ○ Waiting area ○ Kitchen area ○ Visitation Rooms ● I – ADA compatible ● I – Open 24/7 to staff ● I – Open for public visitation purposes M-F, 7am-7pm with accommodations for peak hours of 2pm – 7pm ● I – Exits, restrooms, and visit rooms labeled ● I – Staff trained to conduct private conversations in non-public areas only ● I – Routine check on each facility for safety and privacy ● I – HCI selects facilities with trauma-informed practices in mind (“infuses”) ● I – Convenience-in-scheduling for children is top-priority – selects location closest to resource parent

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Visit facilities be provided only in districts where HCI is the approved provider
- I – Facility is secure and well-lit
- I – Suitable for children of all ages
- I – Child-friendly, welcoming
- I – Can accommodate multiple (concurrent) visits privately
- I – Stocked with activities and toys for children of varying ages (most toys removed due to COVID-19). Toys are rotated through the locations for variety.
- I – Furnished with sofas, armchairs, area rugs, tables, chairs (for dining)
- I – Microwave oven
- I – First Aid/precaution kits
- I – Anti-bacterial soap/dispensers
- I – Bottled water
- I – Dining Utensils (plastic)
- I – Diapers/Hand wipes
- I – Educational materials for parents and children
- I – Snacks (on a limited basis)
- I – High chairs, rocking chairs, car seats, strollers as needed for younger children
- I – Coverage and Staffing of Facilities
 - Staffed to handle visitations M-F, 7a-7p
 - Holidays and weekends are general not available
 - Offers home/community visits at the discretion of the department or court
 - Staffing based on requirements of the court order, DHHS, and child/family availability
 - Most visits occur mid-afternoons/early evening
 - Staff hired with understanding that they need to provide flexible work schedules and extended service hours (as needed) – Job descriptions reflect this and hired staff have to sign an acknowledgment form
 - Intake Scheduler administers scheduling of support workers so that “referrals occur within 7 calendar days of the completed referral”.
 - Acknowledges challenge of maintaining adequate staffing over time and the compounding complexity felt with COVID-19
 - Staffing plan is as follows:
 - 1 FTE visitation coordinator
 - 1 FTE intake scheduler

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- 1 FTE administrative assistant
- 1 FTE substitute visit support worker
- 7 FTE visit support workers
- Number of support workers based on the 905 hours estimated (monthly) in this RFP
- HCI hires a number of part-time staff to supplement meeting the total requirement hours (esp for after school and very early evenings)
- Full-time staff schedules fluctuate during each week to best meet needs

B. Background Checks (Bidder met the minimum requirements of this section)

- I – Background check approach is as follows:
 - SBI criminal record check (every two years)
 - DHHS child protective history check (every two years)
 - State and Nat'l Sex Offender Registry check (every two years)
 - Verification of all professional licenses (as applicable - every two years)
 - Bureau of Motor Vehicle check (for those transporting children - every two years)
 - Federal/State excluded provider check (every two years)
 - Maine Certified Nurse Assistant and Direct Care Worker check
 - State of Maine New Hire reporting
 - Age and Conflict of Interest checks
 - Signed agreement to abide by OCFS policies
 - Three reference checks
 - Completed application and resume with verification of degree status
- I – All hiring decisions are contingent upon clean return of the above checks
- I – New employees are not allowed to transport children alone
- I – Most of the background checks are done through the Maine Background Check Center
- I – Questionable activity reviewed by the Executive Director or HR designee
- I – Exclusions for hiring/retention include:
 - Criminal conviction for:
 - Abuse, neglect, or exploitation
 - Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person
 - Sexual offense
 - Substantiated finding of abuse/neglect
 - Arrest or conviction of OUI or other unsafe driving history

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 1
BIDDER NAME/ORG: Home Counselors Inc.
DATE: 7/17/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS -OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P currently have the contract to provide visitation question why HCI is talked about in terms of reunification I thought this was not an approved service for reunification services
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q are they financially stable
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q are licenses needed for visitation
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors Inc.

DATE: 7/17/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS -OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• P have everything in place, continuation of services
B. Background Checks (Bidder met the minimum requirements of this section)
• P
C. Referral Requirements (Bidder met the minimum requirements of this section)
• P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Q what parenting model do they use. Good use of community resources for visits use a parenting profile
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P
F. Quality Assurance (Bidder met the minimum requirements of this section)
• P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• P
I. Training Requirements (Bidder met the minimum requirements of this section)
• P
J. Performance Measures (Bidder met the minimum requirements of this section)
• P
K. Reports (Bidder met the minimum requirements of this section)
• P
2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<p>C. Referral Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none">• I – All referrals are initiated by DHHS and faxed to the Visitation Coordinator• I – Visitation Coordinator reviews each referral• I – If information is missing, Visitation Coordinator follows up by noting this and ensuring that the Intake Scheduler can track this down when communicating with DHHS• I – Intake scheduler contacts the resource parent and visiting parent to coordinate scheduling• I – Intake scheduler then contacts DHHS case worker to arrange transport• I – Intake scheduler assigns HCI VSW within three days of when schedule is confirmed• I – First visit must take place within seven days of completed referral• I – HCI states they have not refused to provide transportation in the 18 years they have been providing service• I – Intake scheduler or Coordinator must meet with visiting parties, prior to the first visit, to review, ack, agree, sign Visitation Ground Rules• I – initial visitation support plan created by the Coordinator based on the court order, referral and any other accompanying documentation• I – conflicts of interest are rooted out during the referral and intake process and reviewed with the HCI employee, director, and DHHS to determine how to proceed.
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none">• I – safe, family friendly w/ appropriate access and exits• I – Child-proof covers for electrical outlets• I – adequate staffing for family observation/security• I – emergency procedures cover evacuation and medical issues• I – COVID-19 ready, consistent w/CDC guidelines• I – when serious threats occur, police notified and staff ensure secure perimeter around the facility• I – VSWs required to be within site and hearing of child(ren) at all times• I – HCI has prearranged security protocols w/ local police where child safety is clearly a concern (i.e. kidnapping, past violence)• I – Additional staff assigned, as needed, if concerns require it for all parties during a visit• I – HCI maintains control of all facility access prior to, during, and after visits

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

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DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Visitation staff issued cell phones and have emergency contact numbers to the local police dept.
- I – Only authorized individuals are allowed to participate in visits
- I – Valid photo ID required for NCP unless directly introduced previously by DHHS case worker
- I – HCI obtains a copy of the court order to ensure compliance
- I – HCI is especially focused on individuals identified as having restricted access or has a protection order filed against them
- I – Extra attention given to circumstances where DHHS has expressed special concerns
- I – Visits are not scheduled unless a conference with the NCP has occurred that includes discussion of rules/guidelines and the NCP must sign an agreement
- I – Visits are interrupted on notice of ground rule violations and the NCP is provided with ways to alter behavior
- I – If there are multiple occurrences of poor behavior, visits could be terminated and DHHS notified immediately.
- I – Drop-off/Pickup times staggered to avoid situations where there has been a history of domestic violence
- I – Additional visitors must obtain proper written permission from DHHS to be allowed into visits
- I – Coordinator makes scheduled and ad-hoc checks into visits for quality assurance observations
- I – Toys, gifts, videos pre-examined by VSW to ensure no contraband allowed to be transferred
- I – Other facets of HCI approach to visits:
 - Community and Home-Based Visits
 - Cultural Competence
 - Trauma Informed Care
 - Collaboration and Cooperation
 - Empowering Families by Facilitating Parenting Education
 - Strength Based Approach to Respectful Engagement
 - Assess(ment) of Parental Readiness
 - (Acknowledging and Providing for) Unique Parental Situations
 - Comprehensive Written Documentation
 - Subpoena, Court Testimony & Family Team Meetings
 - COVID-19 (Readiness/Accommodations)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I - HCI cites current and future readiness to meet the requirements of this section of RFP and provides supporting data
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Family Satisfaction Survey covering six areas administered to visiting families quarterly: <ul style="list-style-type: none"> ○ Satisfaction with services ○ Feeling supported by HCI visit support worker ○ Acquired new skills or increased parental knowledge ○ Accommodating availability when scheduling visits ○ Feeling safe during visits ○ Having a choice in location and time of visits • I – Survey uses Likert scale • I – HCI provides means to submit survey more anonymously • I – HCI administrative assistant provides and tracks the survey information • I – Survey data reported to DHHS quarterly • I – Visitation support staff administer the AAPI-2 that assesses baseline and follow-up of parent’s views on child rearing (submitted to DHHS quarterly) • I – HCI maintains a database tracking services provided to families and data is used to generate performance outcome reports (submitted to DHHS quarterly) • I – HCI performs/utilizes internal quality control reviews • I – DHHS Quality Improvement Site Visits • I – Evaluating Program Effectiveness
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Utilizes confidentiality training for all staff • I – only people with business need are allowed to receive electronic documents • I – electronic information encrypted during transmission • I – Prohibits all unauthorized access/use of documentation w/sensitive information • I – Protection of third-party information per industry standards and law • I – Agrees to quarterly conferencing with DHHS to review PHI compliance and any concerns related to confidential data • I – HCI agrees to immediately disclose to DHHS any breach or possible breach and work together with DHHS to resolve • I – Access to MACWIS restricted to supervisors, managers, admin staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 1

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – background checks are key to determining whether a staff member can have access to confidential data • I – staff are required to sign a confidentiality agreement
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Requirements of this section have been met
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – All staff required to complete 25 hours of training through RELIAS within first six months of employment, and then annually for refresher training • I – Staff not allowed to meet with client families alone until they have completed orientation • I – Training plan table included with title, descriptions, frequency, and role
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – 90% of completed referrals will be scheduled for a visit w/in 7 days • I – VSWs will intervene 100% of times when safety is compromised • I – Parent surveys have a 60% response rate
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – HCI agrees to meet the reporting requirements in RFP
2. Implementation - Work Plan
<ul style="list-style-type: none"> • I – Job descriptions and resumes included <ul style="list-style-type: none"> ○ Executive Director/Chief Financial Officer ○ Director of Child & Family Services ○ Visitation Coordinator ○ Intake Scheduler ○ Visit Support Worker (Full Time) ○ Visit Support Worker (Part Time) ○ Staff Educator ○ Resumes included for: <ul style="list-style-type: none"> ▪ Sarah Minzy (LMSW-CC) – Director of Child & Family Services ▪ Lily Klein-Stropnicky (LMSW-CC) – Visitation Coordinator ▪ Tabetha Boissoneault – Intake Worker, VSW ▪ Susan Angers – Administrative Assistant ▪ Denise Bergeron – VSW ▪ Jami Bish – VSW ▪ Britney Bolduc – VSW ▪ Arlyn Bouldard – VSW ▪ Patricia Mary Burns – VSW

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|--|
| <ul style="list-style-type: none">▪ Jennifer Cole – VSW▪ Angelina DesJardins – VSW▪ Crystal Fontes – VSW▪ Connie Grant-Siegel – VSW▪ Jill D. Hetherington – VSW▪ Gail A. Thomas – VSW▪ Lacey R. Wakefield – VSW▪ Mona Wing – VSW▪ Rhonda Begin – VSW○ I – Staffing plan included and is commensurate with needs of RFP based on the number of hours for this district |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: Home Counselors Inc
DATE: 7/21/20
EVALUATOR NAME: Rebecca Bolstridge
EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- incorporated 1985, 90 staff, community based with many services provided in home • P-Providing visitation services since 2002 and private family pay visitation since 2011 • P- multiple locations, transportation, •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- licensed mental health
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Home Counselors Inc

DATE: 7/21/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Portland and Bath site with 10 total visit rooms • N- M-F • P- 7am to 7pm • P- 1 visit coordinator, 1 intake scheduler, 1 admin assistant, 1 substitute VSW, 9 FTE VSW's
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- subscribes to Maine background check center
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I- conference with intake scheduler or coordinator before visit.
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- identification for adult visitors • P- visits offered in community and parents homes as well as centers. • P- established community visitation locations • P- transportation • N- no real plan for culturally sensitive visitation • P-plan to prepare children for visits with incarcerated parents. • I- excuse for not completing documentation on time? • P- COVID-19 plan PPE •
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- coordinators review al plans, ensure reports CPS reports are made and critical incidents are entered weekly.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- staff training

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Home Counselors Inc

DATE: 7/21/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
•
I. Training Requirements (Bidder met the minimum requirements of this section)
• P- currently uses Relias Learning • P- has a staff trainer
J. Performance Measures (Bidder met the minimum requirements of this section)
• Utilizes a tracking database
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• I- initial purchase of subscription to Relias Learning? Said they already had that. • N- personnel ads months 1 and 2 after negotiation, may take too long for staffing.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: HOME COUNSELORS, Inc.

DATE: 7/22/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Supervised visitation provider in several districts. Bidder met minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provider not intending to use Subcontractors. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No litigation. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: HOME COUNSELORS, Inc.

DATE: 7/22/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Currently uses MACWIS. Bidder met minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• No mention of the questions listed in RFP.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Implementation - Work Plan
• Current provider so no startup required. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Home Counselors

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Incorporated as Project, Inc in 1981 (Rockland, ME) – Non-profit – Working with the ME Dept. of Mental Health providing Home Based Family Preservation services (pilot project) servicing mid-coast Maine• I – Followed Homebuilder's Model of Tacoma, WA• I – Projects, Inc business model based on the family preservation pilot• I – Home Counselors, Inc (HCI – privately incorporated) was "spun off" from Projects, Inc in 1985. after four years on the Home Builders project• I – Providing 35 years of continuously increasing array of services• I – Employs 90 FT and PT worker• I – All services are community-based, many of which are provided in the families' homes• I – Guiding premise: "Strong families are essential to both the healthy development of children and to the community at large."• I – HCI offerings include:<ul style="list-style-type: none">○ Home Based Family Preservation & Reunification Services (HCT)○ Supportive Family Visitation○ Outpatient○ Child Targeted Case Management○ Private Pay Family Visitation○ HCI Forums○ ParentWorks• I – Current provider of visitation services in district• I – Member of the international Supervised Visitation Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

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BIDDER NAME/ORG: Home Counselors

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Has incorporated Maine OCFS policies and CWLA Standards of Excellence
 - Ensure visits are conducted using practices to ensure safety and nurturing environment
 - Clean facilities that mirror natural environments
 - Interaction/Intervention based on education, suggestions, feedback, modeling of good parenting skills and age-appropriate expectations for children
 - Provide trauma-informed care
 - Foster collaboration between caregivers and parents
- I – Unique HCI characteristics:
 - Already has infrastructure support for OCFS (including MACWIS access/entry, operations, locations, training and data collection)
 - Already has COVID-19 protocols in place
 - Offers visitation outside of normal hours
 - Strong collaboration practices
 - Multiple location choices
 - Transportation services
 - Trauma informed standards of care
 - Has many skilled employees in place to meet the needs specified in this RFP
 - Provides regular supervision, trainings and in-services at no charge
 - Provides extensive job-shadowing opportunities and supervision to new staff
 - 18 years of supportive visitation experience as an organization
 - Focus on maintaining good relationships with DHHS district offices
- I – Provided description of three projects as required by RFP
 - Supportive & Supervised Visitation for DHHS/OCFS:
 - 2002 – Present: Districts 4 & 5;
 - 2010 – Present: Districts 2 & 3;
 - 2014 – Present: District 1
 - Respectful interactions with families
 - Safety measures (i.e staff are issued company cell phones, flashlights, latex gloves, and emergency contact information)
 - Avg. 30,000 hours of visitation last FY with no critical incidents
 - Routine transportation of children to/from visitation sites
 - Visits are home, community or site based (per DHHS discretion at FTM)

**STATE OF MAINE
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DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Staff trained to provide required documentation of visits (DHHS approved forms)
- Maintain safe supportive environment for all involved in visits
- Focus on positive parent-child engagements
- Multiple HCI sites to accommodate family/child locations
- Pre- and post-meetings between HCI support workers and NCPs to review observations and answer parent questions
- References positive client-satisfaction scores/metrics covering HCI safety measures, supportiveness, scheduling accommodations, and NCP education
- Administers AAPI-2 parenting survey when receiving new referrals. Data used to inform visitation coordinators and develop instructions for visits so as to tailor specific approach for each family's needs
- Empower children for independence
- Has participated in Quality Assurance Site reviews conducted by OCFS. Positive results
- Diligent in implementing suggestions for improvements
- COVID-19 ready – teleconferenced visits and currently prepping for on site visits
- I – Maine Judicial Branch, Administrative Office of the Courts
 - Support through ParentWorks services which merged with HCI in 1998
 - Provides monthly parent education class focused on educating divorced/separated parents on how to work through disputes while keeping the best interests of the child(ren) in mind
 - Four-hour classes
 - Divorcing parents placed in separate sessions
 - Evaluation data:
 - 363 parental figures over the past 5 years
 - 687 children represented over the past 5 years
 - 98% attendees completed a class evaluation
 - 97% indicated intent to use information taught
 - 94% indicated would recommend to others
 - 99% indicated that presenters well-prepared
 - Since October 2007, 821 parents successfully completed
 - 1533 children represented since 2007
 - 67% of participants initially referred by Family Courts

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	<ul style="list-style-type: none"> ▪ Participation by gender 50/50 split ▪ Additional stats cited ○ I – DHHS Children’s Developmental & Behavioral Health Services <ul style="list-style-type: none"> ▪ Home Based Family Preservation ▪ Focus of services to maintain integrity of family unit as best suits the interests of the child ▪ Governed by HCT MaineCare Section 65 rules, services are implemented in the family’s home and are: <ul style="list-style-type: none"> • Child-centered • Family and solution focused • Intensive • Time-limited • Team delivered ▪ MaineCare families eligible for children under 21 with behavioral/emotional/mental health needs ▪ Individualized services and varying intensity based on family’s needs ▪ Regular QA reviews with Div. of Licensing ▪ Develop support systems for families ▪ In many cases, no legal relationship exists between parents or partners ▪ 30+ years of experience in this capacity
2.	Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Will not be using sub-contractors
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided district org chart
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I - None
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided FY 17, 18, 19 and Dun & Bradstreet report
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided certificate/licensing information for the following: <ul style="list-style-type: none"> ○ Licensed Mental Health Agency (Exp. 01/28/22) ○ Certificate of Membership of the Supervised Visitation Network ○
7.	Certificate of Insurance (Bidder met the minimum requirements of this section)

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- | |
|---|
| <ul style="list-style-type: none">○ Commercial General Liability (exp. 4/10/2021)○ Automobile Liability (exp. 4/10/2021)○ Umbrella Liability (exp. 4/10/2021)○ Worker's Comp (exp 1/17/2021)○ Directors & Officers Liability (exp. 4/10/2021) |
|---|

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">● I – HCI Corporate HQ: 375 Main St., Rockland● I – Additional facilities include:<ul style="list-style-type: none">○ 550 Forest Avenue, Suite 101, Portland○ 1 Front St., Bath● I – Maintains sites for supportive visitation in 11 counties● I – Sites include<ul style="list-style-type: none">○ Waiting area○ Kitchen area○ Visitation Rooms● I – ADA compatible● I – Open 24/7 to staff● I – Open for public visitation purposes M-F, 7am-7pm with accommodations for peak hours of 2pm – 7pm● I – Exits, restrooms, and visit rooms labeled● I – Staff trained to conduct private conversations in non-public areas only● I – Routine check on each facility for safety and privacy● I – HCI selects facilities with trauma-informed practices in mind (“infuses”)

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- I – Convenience-in-scheduling for children is top-priority – selects location closest to resource parent
- I – Visit facilities be provided only in districts where HCI is the approved provider
- I – Facility is secure and well-lit
- I – Suitable for children of all ages
- I – Child-friendly, welcoming
- I – Can accommodate multiple (concurrent) visits privately
- I – Stocked with activities and toys for children of varying ages (most toys removed due to COVID-19). Toys are rotated through the locations for variety.
- I – Furnished with sofas, armchairs, area rugs, tables, chairs (for dining)
- I – Microwave oven
- I – First Aid/precaution kits
- I – Anti-bacterial soap/dispensers
- I – Bottled water
- I – Dining Utensils (plastic)
- I – Diapers/Hand wipes
- I – Educational materials for parents and children
- I – Snacks (on a limited basis)
- I – High chairs, rocking chairs, car seats, strollers as needed for younger children
- I – Coverage and Staffing of Facilities
 - Staffed to handle visitations M-F, 7a-7p
 - Holidays and weekends are general not available
 - Offers home/community visits at the discretion of the department or court
 - Staffing based on requirements of the court order, DHHS, and child/family availability
 - Most visits occur mid-afternoons/early evening
 - Staff hired with understanding that they need to provide flexible work schedules and extended service hours (as needed) – Job descriptions reflect this and hired staff have to sign an acknowledgment form
 - Intake Scheduler administers scheduling of support workers so that “referrals occur within 7 calendar days of the completed referral”.
 - Acknowledges challenge of maintaining adequate staffing over time and the compounding complexity felt with COVID-19
 - Staffing plan is as follows:

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- 1 FTE visitation coordinator
- 1 FTE intake scheduler
- 1 FTE administrative assistant
- 1 FTE substitute visit support worker
- 7 FTE visit support workers
- Number of support workers based on the 905 hours estimated (monthly) in this RFP
- HCI hires a number of part-time staff to supplement meeting the total requirement hours (esp for after school and very early evenings)
- Full-time staff schedules fluctuate during each week to best meet needs

B. Background Checks (Bidder met the minimum requirements of this section)

- I – Background check approach is as follows:
 - SBI criminal record check (every two years)
 - DHHS child protective history check (every two years)
 - State and Nat'l Sex Offender Registry check (every two years)
 - Verification of all professional licenses (as applicable - every two years)
 - Bureau of Motor Vehicle check (for those transporting children - every two years)
 - Federal/State excluded provider check (every two years)
 - Maine Certified Nurse Assistant and Direct Care Worker check
 - State of Maine New Hire reporting
 - Age and Conflict of Interest checks
 - Signed agreement to abide by OCFS policies
 - Three reference checks
 - Completed application and resume with verification of degree status
- I – All hiring decisions are contingent upon clean return of the above checks
- I – New employees are not allowed to transport children alone
- I – Most of the background checks are done through the Maine Background Check Center
- I – Questionable activity reviewed by the Executive Director or HR designee
- I – Exclusions for hiring/retention include:
 - Criminal conviction for:
 - Abuse, neglect, or exploitation
 - Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person
 - Sexual offense

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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Substantiated finding of abuse/neglect ○ Arrest or conviction of OUI or other unsafe driving history
<p>C. Referral Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – All referrals are initiated by DHHS and faxed to the Visitation Coordinator ● I – Visitation Coordinator reviews each referral ● I – If information is missing, Visitation Coordinator follows up by noting this and ensuring that the Intake Scheduler can track this down when communicating with DHHS ● I – Intake scheduler contacts the resource parent and visiting parent to coordinate scheduling ● I – Intake scheduler then contacts DHHS case worker to arrange transport ● I – Intake scheduler assigns HCI VSW within three days of when schedule is confirmed ● I – First visit must take place within seven days of completed referral ● I – HCI states they have not refused to provide transportation in the 18 years they have been providing service ● I – Intake scheduler or Coordinator must meet with visiting parties, prior to the first visit, to review, ack, agree, sign Visitation Ground Rules ● I – initial visitation support plan created by the Coordinator based on the court order, referral and any other accompanying documentation ● I – conflicts of interest are rooted out during the referral and intake process and reviewed with the HCI employee, director, and DHHS to determine how to proceed.
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – safe, family friendly w/ appropriate access and exits ● I – Child-proof covers for electrical outlets ● I – adequate staffing for family observation/security ● I – emergency procedures cover evacuation and medical issues ● I – COVID-19 ready, consistent w/CDC guidelines ● I – when serious threats occur, police notified and staff ensure secure perimeter around the facility ● I – VSWs required to be within site and hearing of child(ren) at all times ● I – HCI has prearranged security protocols w/ local police where child safety is clearly a concern (i.e. kidnapping, past violence) ● I – Additional staff assigned, as needed, if concerns require it for all parties during a visit

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EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – HCI maintains control of all facility access prior to, during, and after visits
- I – Visitation staff issued cell phones and have emergency contact numbers to the local police dept.
- I – Only authorized individuals are allowed to participate in visits
- I – Valid photo ID required for NCP unless directly introduced previously by DHHS case worker
- I – HCI obtains a copy of the court order to ensure compliance
- I – HCI is especially focused on individuals identified as having restricted access or has a protection order filed against them
- I – Extra attention given to circumstances where DHHS has expressed special concerns
- I – Visits are not scheduled unless a conference with the NCP has occurred that includes discussion of rules/guidelines and the NCP must sign an agreement
- I – Visits are interrupted on notice of ground rule violations and the NCP is provided with ways to alter behavior
- I – If there are multiple occurrences of poor behavior, visits could be terminated and DHHS notified immediately.
- I – Drop-off/Pickup times staggered to avoid situations where there has been a history of domestic violence
- I – Additional visitors must obtain proper written permission from DHHS to be allowed into visits
- I – Coordinator makes scheduled and ad-hoc checks into visits for quality assurance observations
- I – Toys, gifts, videos pre-examined by VSW to ensure no contraband allowed to be transferred
- I – Other facets of HCI approach to visits:
 - Community and Home-Based Visits
 - Cultural Competence
 - Trauma Informed Care
 - Collaboration and Cooperation
 - Empowering Families by Facilitating Parenting Education
 - Strength Based Approach to Respectful Engagement
 - Assess(ment) of Parental Readiness
 - (Acknowledging and Providing for) Unique Parental Situations
 - Comprehensive Written Documentation
 - Subpoena, Court Testimony & Family Team Meetings

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ COVID-19 (Readiness/Accommodations)
<p>E. Information Technology Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - HCI cites current and future readiness to meet the requirements of this section of RFP and provides supporting data
<p>F. Quality Assurance (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – Family Satisfaction Survey covering six areas administered to visiting families quarterly: <ul style="list-style-type: none"> ○ Satisfaction with services ○ Feeling supported by HCI visit support worker ○ Acquired new skills or increased parental knowledge ○ Accommodating availability when scheduling visits ○ Feeling safe during visits ○ Having a choice in location and time of visits ● I – Survey uses Likert scale ● I – HCI provides means to submit survey more anonymously ● I – HCI administrative assistant provides and tracks the survey information ● I – Survey data reported to DHHS quarterly ● I – Visitation support staff administer the AAPI-2 that assesses baseline and follow-up of parent’s views on child rearing (submitted to DHHS quarterly) ● I – HCI maintains a database tracking services provided to families and data is used to generate performance outcome reports (submitted to DHHS quarterly) ● I – HCI performs/utilizes internal quality control reviews ● I – DHHS Quality Improvement Site Visits ● I – Evaluating Program Effectiveness
<p>G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – Utilizes confidentiality training for all staff ● I – only people with business need are allowed to receive electronic documents ● I – electronic information encrypted during transmission ● I – Prohibits all unauthorized access/use of documentation w/sensitive information ● I – Protection of third-party information per industry standards and law ● I – Agrees to quarterly conferencing with DHHS to review PHI compliance and any concerns related to confidential data ● I – HCI agrees to immediately disclose to DHHS any breach or possible breach and work together with DHHS to resolve

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DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – Access to MACWIS restricted to supervisors, managers, admin staff • I – background checks are key to determining whether a staff member can have access to confidential data • I – staff are required to sign a confidentiality agreement
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Requirements of this section have been met
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – All staff required to complete 25 hours of training through RELIAS within first six months of employment, and then annually for refresher training • I – Staff not allowed to meet with client families alone until they have completed orientation • I – Training plan table included with title, descriptions, frequency, and role
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – 90% of completed referrals will be scheduled for a visit w/in 7 days • I – VSWs will intervene 100% of times when safety is compromised • I – Parent surveys have a 60% response rate
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – HCI agrees to meet the reporting requirements in RFP
2. Implementation - Work Plan
<ul style="list-style-type: none"> • I – Job descriptions and resumes included <ul style="list-style-type: none"> ○ Executive Director/Chief Financial Officer ○ Director of Child & Family Services ○ Visitation Coordinator ○ Intake Scheduler ○ Visit Support Worker (Full Time) ○ Visit Support Worker (Part Time) ○ Staff Educator ○ Resumes included for: <ul style="list-style-type: none"> ▪ Sarah Minzy (LMSW-CC) – Director of Child & Family Services ▪ Lily Klein-Stropnicky (LMSW-CC) – Visitation Coordinator ▪ Tabetha Boissoneault – Intake Worker, VSW ▪ Susan Angers – Administrative Assistant ▪ Denise Bergeron – VSW ▪ Jami Bish – VSW ▪ Britney Bolduc – VSW ▪ Arlyn Bouldard – VSW

**STATE OF MAINE
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DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|--|
| <ul style="list-style-type: none">▪ Patricia Mary Burns – VSW▪ Jennifer Cole – VSW▪ Angelina DesJardins – VSW▪ Crystal Fontes – VSW▪ Connie Grant-Siegel – VSW▪ Jill D. Hetherington – VSW▪ Gail A. Thomas – VSW▪ Lacey R. Wakefield – VSW▪ Mona Wing – VSW▪ Rhonda Begin – VSW○ I – Staffing plan included and is commensurate with needs of RFP based on the number of hours for this district |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: Home Counselors Inc
DATE: 7/20/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P Has provided the service
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• P
5. Financial Viability (Bidder met the minimum requirements of this section)
• Q are they financially stable
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• P
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Home Counselors Inc

DATE: 7/20/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P currently has contract multiple sites and have staff
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P Use APPI-2 identify risk factors assess parents use when creating plan to work with family what parenting model do staff use to guide families Have experienced COVID
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q reported out performance except measurement #3 on survey parent survey 60% response
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: The Opportunity Alliance
DATE: 7/22/2020
EVALUATOR NAME: Rebecca Bolstridge
EVALUATOR DEPARTMENT: OCFS Program

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- founded in 1965 • P- serves 20,000 people in Maine annually. • P- history of providing parent education and parent coaching. • P- utilizes REsulte Based Accountability (RBA), data informed and data driven. • P-CQI Department • P- encourage community supports •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- COA accreditation
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: The Opportunity Alliance

DATE: 7/22/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: OCFS Program

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Main site in South Portland, multiple visitation centers and dedicated kitchen. • P- several other facilities including largest childcare site in Portland and early care and education sites in Portland and Bridgton. Also space in Windham and Auburn. • N- M-F •
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P= in depth background checks
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- VSW's will have immediate access to program supervisors for assistance. • P- VSW's will receive training and support from Parents as Partners program. • P- has utilized technology to increase accessibility. • P- many sites help with access to transportation • P- has an engagement process and all staffed are trained. • P- use of SMART goals
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- CQI Improvement Plan
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: The Opportunity Alliance

DATE: 7/22/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: OCFS Program

• P- Program director, 2 team leads, , 1 admin assistant, 12 FTE VSW's
I. Training Requirements (Bidder met the minimum requirements of this section)
• P- 25 hours initial training
J. Performance Measures (Bidder met the minimum requirements of this section)
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• P- month one post positions

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: THE OPPORTUNITY ALLIANCE

DATE: 7/23/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided Supportive Visitation in D1 from 2010-2015. Bidder met minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Subcontractors will not be used. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No litigation within past 5 years. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: THE OPPORTUNITY ALLIANCE

DATE: 7/23/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Implementation - Work Plan
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Opportunity Alliance

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – The Opportunity Alliance (TOA), founded in 1965, offers 46 integrated community based and clinical programs• I – TOA serves more than 20,000 people annually• I – 50+ years working with issues such as mental health, substance abuse, homelessness, lack of basic needs, providing access to community supports• I – Offers include crisis intervention/prevention, family/community supports, info and referrals, mental health, substance abuse, community initiatives, early childhood education• I – TOA is the Community Action Agency for Cumberland County• I – Provider of Supportive Visitation from 2010 – 2015 in District 1 (85% of parents in program reported an increase in ability to access services and supports)• I – Developed Parent Coaching Approach based on client feedback (primary in supporting parents)• I – In the past 5 years, has trained all board, management, and staff in Results Based Accountability (RBA)• I – Collaborates closely with DHHS, DOC, and community orgs/cities, towns• I – Trauma Informed organization• I – Identified three projects:<ul style="list-style-type: none">○ Parent Coaching at McAuley Residence (LT Residential Recovery) – 2010-2016○ Parents as Partners (one-on-one and group support for families)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Opportunity Alliance

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Early Head Start Family Visitation (promote school readiness for low-income children)
<p>2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – No subcontractors used
<p>3. Organizational Chart (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - Provided chart with name leadership and execs and representative VSWs (12) VSW Team Leaders (2) and admin assistant (1).
<p>4. Litigation (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - None – no current and no close within past 5 years
<p>5. Financial Viability (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - Provided 3 most recent years of financial audit info (FY 17, 18, 19) and Dun & Bradstreet Report
<p>6. Licensure/Certification (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - Provided proof-of-licensure/accreditation for the following: <ul style="list-style-type: none"> ○ Mental Health Agency (exp. 6/19/2020) ○ Substance Abuse Agency (exp. 6/19/2020) ○ COA Accreditation (exp. 6/30/2022) ○ American Association of Suicidology (exp. 11/26/2020)
<p>7. Certificate of Insurance (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● Provided proof of insurance for the following: <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 7/1/2020) ○ Automobile Liability (exp. 7/1/2020) ○ Umbrella Liability (exp 7/1/2020) ○ Workers Comp. & Employee Liability (exp.7/1/2020)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Opportunity Alliance

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<p>A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – OA HQ located at 50 Lydia Ln., So. Portland • I – Supportive Visitation Program HQ facility located in the Michael J. Tarpinian Family Center • I – Other facility locations include: <ul style="list-style-type: none"> ○ 215 Congress St., Portland (largest facility) ○ Parkside neighborhood (Early Care and Education) in Portland ○ Bridgton (Early Care and Education) ○ Windham WIC Office ○ Auburn Location at 243 Mt. Auburn Ave. ○ Currently working with Mid-coast Maine Community Action to access sites in Sagadahoc • I – Visitation hours 7a-7p, M-F except state holidays and other days when the state is closed • I – Dedicated family kitchen area • I – Ensures geographical coverage for district • I – Ensures peak hours (2:30pm-6:00pm) covered appropriately in terms of appropriate space and family privacy protection • I – Ensures all State fire safety codes and requirements posted at all locations
<p>B. Background Checks (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – Background Checks listed are as follows: <ul style="list-style-type: none"> ○ SSN Validation ○ Criminal Records in all states and full SoM Criminal Check ○ DMV (all states) ○ Nat'l Sex Offender Registry ○ Education Verification ○ Smart Scan ○ FACIS Level 3 (includes many BG check elements) ○ CP BG Checks • I – Hiring decisions directly impacted by findings of BG checks
<p>C. Referral Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p>

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Opportunity Alliance

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements • I – Included table outlining training requirements
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements and provided table to reflect compliance with reporting requirements
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Proposal language speaks directly to the RFP requirements and assures they will meet these requirements and provided table to reflect compliance with reporting requirements
2. Implementation - Work Plan
<ul style="list-style-type: none"> • I – Job descriptions provided and reflect the RFP requirements and resumes (where individual named) for the positions as follows: <ul style="list-style-type: none"> ○ 1.TOA – President & CEO: Joseph Everett, LMSW ○ 2.TOA – Chief Financial Officer: Dawn Ouellette, MPA, CPA ○ 3.TOA – Chief Operating Officer: Sarah Cloutier ○ 4.TOA – Vice President, Programs: Louise Marsden ○ 5.TOA – Supportive Visitation Program Director

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: Opportunity Alliance

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|--|
| <ul style="list-style-type: none">○ 6.TOA – Supportive Visitation Team Lead○ 7.TOA – Supportive Visitation Worker○ 8.TOA – Supportive Visitation Administrative Assistant● Provided table reflecting anticipated schedules/hours allocated for each position, including two Visitation Team Leads and 12 VSWs |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 2
BIDDER NAME/ORG: The Opportunity Alliance
DATE: 7/19/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P has previous experience with family visitation 2010-2015 very good community outreach parent partners CPPC Use Result Based Accountability an accredited agency
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P Accredited June 30 2022
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q expired 7/1/2020 sure it has been updated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 2

BIDDER NAME/ORG: The Opportunity Alliance

DATE: 7/19/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

***Directions:** Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• P multiple locations Well established in the community
B. Background Checks (Bidder met the minimum requirements of this section)
• P
C. Referral Requirements (Bidder met the minimum requirements of this section)
• P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• P use parent partners coaching program/ work with foster parent/siblings/pets SMART goals related to visitation plan positive parenting
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P
F. Quality Assurance (Bidder met the minimum requirements of this section)
• P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• P higher level of education needed, how/where will they recruit
I. Training Requirements (Bidder met the minimum requirements of this section)
• P
J. Performance Measures (Bidder met the minimum requirements of this section)
• P
K. Reports (Bidder met the minimum requirements of this section)
• P
2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: 7/23/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- founded in 1978 • I- robust and constant legislative connect? • P- parents as teachers curriculum utilized in their home visitation services. • P- member of Supervised visitation network and provide visitation for divorce/custody cases and operates 7 days a week. • •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- a lot of relevant certifications and trainings for parenting programs.
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: 7/23/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- 5 days a week M-F 7 to 7 and weekend and Holiday appointments available. • P- multiple locations, Farmington, South Paris, Lewiston • P- 6 VSW, 3 team leads/VSW’s, 1 visit coordinator. • P- each site staffed with 2 VSW’s and one VSW/Team lead. • P- weekends staff available rotating on call coverage. • •
B. Background Checks (Bidder met the minimum requirements of this section)
•
C. Referral Requirements (Bidder met the minimum requirements of this section)
• P- will assign VSW in one business day
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I- reserve the right to check parcels and baggage • N- want a lot of information/records • P- use relational approach • P- will provide transportation • Q- car seats? Are they providing or expecting to be provided • P- use of Pre and Post visits for feedback and planning • P- will partner with parents in treatment facilities, trained in families and substance abuse treatment and recovery. • N- plan for prison to be determined by department. • P- document within 24 hours
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
F. Quality Assurance (Bidder met the minimum requirements of this section)
• N- only parent surveys, no CQI program

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: 7/23/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• P- VSW’s associates degree preferred, 12 months experience
I. Training Requirements (Bidder met the minimum requirements of this section)
•
J. Performance Measures (Bidder met the minimum requirements of this section)
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• N- Hire staff October 1 and then train
• P- utilizing currently trained staff to cover October 1.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: FRANKLIN COUNTY CHILDREN'S TASK FORCE

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Missing
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Attached. Bidder met the minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
• No litigation in last 5 years. Bidder met the minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Attached. Bidder met the minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: FRANKLIN COUNTY CHILDREN'S TASK FORCE

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
2. Implementation - Work Plan
• Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin City CTF

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Private, non-profit corporation founded in 1978• I – Known for collaboration and coordination of area services for children and families• I – Robust legislative connection• I – Provides evidence informed parenting support/education, youth education/awareness programs, supervised visitation and has been available to DHHS to provide supervised visitation when contracted agency not available• I – Has completed OMB training• I – 25+ years of experience in managing state/federal contracts• I – FCCTF provides description of three projects:<ul style="list-style-type: none">○ Maine Families Home Visitation Services<ul style="list-style-type: none">▪ Providing services since 1997 in Franklin County▪ Provides free, voluntary home visiting program to support parents and provide information/education on infant growth and development▪ Utilizes Parents as Teachers curriculum▪ Emphasis on strengths-based and evidence-based practices▪ Confidential visiting space is available on-site▪ Contact with is required within 24 hours of referral▪ Cites practices around safety and protection of confidential information○ Office of the District Attorney, District 3<ul style="list-style-type: none">▪ Member of the international Supervised Visitation Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin City CTF

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

	<ul style="list-style-type: none"> ▪ Fee for service visitation program for NCP ▪ Staff provide “eyes and ears on” visitation, check-in visitation, transitional visits, supervised exchanges ▪ Supervised visitation requests are answered within 48 hours ▪ Scheduling a visit and determination of services within 3 days ▪ Virtual visitation available through Zoom ▪ Cites safety measures ▪ Cites parent education offered: Nurturing Parent, Active Parenting Series, and 123 Magic ▪ Offers additional parental support via a “warm line” and online means ▪ Visitation program works closely with OCFS ▪ Documents incidents and works with parents to identify/remove barriers <ul style="list-style-type: none"> ○ Child Abuse and Neglect (CAN) Prevention Councils <ul style="list-style-type: none"> ▪ Providing services to this group since 1978 in Franklin Co. ▪ Providing evidence-based curriculum to parents and children during normal business hours ▪ Utilizes a state-approved electronic database called CANdo that tracks/monitors workplan progress ▪ Confidential meeting space is provided ▪ Nationally recognized by NREPP and CEBC ▪ Cites practices around safety and protection of confidential information
2.	Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • Q – Did not find reference to intent regarding subcontractors
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided full org chart
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – None
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided FY 17, 18, 19 and Dun & Bradstreet Report
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided proof of the following licenses/accreditations (also provided individual training/education certs not reference in list below): <ul style="list-style-type: none"> ○ Supervised Visitation Network (exp. 5/20/2021)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin City CTF

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • Q – Included are many individual participation, certification of completion, certification of attendance and individual licensing, but only one (SVN listed above) at the organization level
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Insurance Types Listed: <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 7/18/2020) ○ Worker’s Comp and Employment Liability (exp. 3/6/2021) ○ D&O w/EPLI (exp. 1/23/2021) ○ Property & Contents (exp. 7/18/2020)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – 7am – 7pm hours of operation • I – Office Locations: 114 Church St., Farmington 04938, downtown So. Paris, downtown Lewiston. Add'l locations based on need • I – Fire/Safety emergency protocols acknowledged and affirmed • I – Emergency protocols follow guidance from SVN • I – Adequate/appropriate space provisions, as outlined in RFP, acknowledged and affirmed • I – Peak-hour coverage affirmed (2:30pm-6:00pm, M-F) • I – Adequate staffing of the facility affirmed for staff outages (6 VSWs, 3 Team Leads, 1 visitation coordinator)
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • All background checks affirmed are in line with requirements
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – RFP referral requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin City CTF

DATE: 7/21/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> I – RFP visitation requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP IT requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP QA requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP PHI requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met. Resumes and Job Descriptions also attached
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP training requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met. Specific training not required in the RFP cited to further demonstrate approach to early childhood parental training. Training Plan also attached
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP performance measures requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met. Table depiction of meeting these criteria also included
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> I – RFP reporting requirements affirmed and additional information provided to supplement approach to ensuring these requirements will be met. Table depiction of meeting these criteria also included
2. Implementation - Work Plan
<ul style="list-style-type: none"> I – Table outlining workplan attached I – Information in Work Plan contains detailed information of implementation with timelines, responsible parties, and expected outcomes

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Q unclear if they are or aren’t using subcontractors
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• P
5. Financial Viability (Bidder met the minimum requirements of this section)
• P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• P
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Q had difficulty printing may have missed it

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children’s Task Force

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q need to secure space and staff, will they be up and running by 10/1/2020 looking for candidates with associate degrees
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Q one day to assign and schedule visitation
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • SMART goals in line with SDM weekly supervision monthly case reviews include relative/siblings/pets. Addition of treatment families and substance abuse treatment. Department approved and evidence based therapeutic curriculum documentation within 48 hours staff available on rotation sat-sun-holidays
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • O
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Associate degree social work related or two weeks post secondary education 12 months working with children and families
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Franklin County Children's Task Force

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

K. Reports (Bidder met the minimum requirements of this section)
• P
2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Home Counselors
DATE: 7/23/20
EVALUATOR NAME: Rebecca Bolstridge
EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Established 1981 • P- visitation services since 2002 and private pay family visitation experience since 2011 • P- COVID/Remote protocols already in place • P- routinely offer visitation outside of standard business hours • P- multiple locations, Lewiston, Wilton and Norway, galley kitchens, 7 visit rooms •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- licensed MH
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- 1 visit coordinator, 2 intake schedulers, 2 admin assistances, 2 FTE substitute VSW, 13 FTE VSW.
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- subscribes to maine background check center
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- coordinator enters referral info to database for tracking. • P- provides transportation
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- safe environment set up, including ID's. • I- initial conference with parent before visit- would this delay start? • P- established community locations • N- cultural competence, this is a district with one of the most diverse populations, cultural competence is mentioned, but no real plan. • P- uses AAPI-2 to assess parental readiness.
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- already has MACWIS access-
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- internal quality control reviews, database for tracking
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- already uses Relias Learning

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

<ul style="list-style-type: none">• P- has a staff educator•
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">•
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">•
2. Implementation - Work Plan
<ul style="list-style-type: none">• N- Months 1 and 2 extend offers and start dates for applicants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: HOME COUNSELORS, Inc.

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• None to be used. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
• No active litigation. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: HOME COUNSELORS, Inc.

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• No mention of questions from RFP.
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
2. Implementation - Work Plan
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Incorporated as Project, Inc in 1981 (Rockland, ME) – Non-profit – Working with the ME Dept. of Mental Health providing Home Based Family Preservation services (pilot project) servicing mid-coast Maine• I – Followed Homebuilder's Model of Tacoma, WA• I – Projects, Inc business model based on the family preservation pilot• I – Home Counselors, Inc (HCI – privately incorporated) was "spun off" from Projects, Inc in 1985. after four years on the Home Builders project• I – Providing 35 years of continuously increasing array of services• I – Employs 90 FT and PT worker• I – All services are community-based, many of which are provided in the families' homes• I – Guiding premise: "Strong families are essential to both the healthy development of children and to the community at large."• I – HCI offerings include:<ul style="list-style-type: none">○ Home Based Family Preservation & Reunification Services (HCT)○ Supportive Family Visitation○ Outpatient○ Child Targeted Case Management○ Private Pay Family Visitation○ HCI Forums○ ParentWorks• I – Current provider of visitation services in district• I – Member of the international Supervised Visitation Network

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Has incorporated Maine OCFS policies and CWLA Standards of Excellence
 - Ensure visits are conducted using practices to ensure safety and nurturing environment
 - Clean facilities that mirror natural environments
 - Interaction/Intervention based on education, suggestions, feedback, modeling of good parenting skills and age-appropriate expectations for children
 - Provide trauma-informed care
 - Foster collaboration between caregivers and parents
- I – Unique HCI characteristics:
 - Already has infrastructure support for OCFS (including MACWIS access/entry, operations, locations, training and data collection)
 - Already has COVID-19 protocols in place
 - Offers visitation outside of normal hours
 - Strong collaboration practices
 - Multiple location choices
 - Transportation services
 - Trauma informed standards of care
 - Has many skilled employees in place to meet the needs specified in this RFP
 - Provides regular supervision, trainings and in-services at no charge
 - Provides extensive job-shadowing opportunities and supervision to new staff
 - 18 years of supportive visitation experience as an organization
 - Focus on maintaining good relationships with DHHS district offices
- I – Provided description of three projects as required by RFP
 - Supportive & Supervised Visitation for DHHS/OCFS:
 - 2002 – Present: Districts 4 & 5;
 - 2010 – Present: Districts 2 & 3;
 - 2014 – Present: District 1
 - Respectful interactions with families
 - Safety measures (i.e staff are issued company cell phones, flashlights, latex gloves, and emergency contact information)
 - Avg. 30,000 hours of visitation last FY with no critical incidents
 - Routine transportation of children to/from visitation sites
 - Visits are home, community or site based (per DHHS discretion at FTM)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Staff trained to provide required documentation of visits (DHHS approved forms)
- Maintain safe supportive environment for all involved in visits
- Focus on positive parent-child engagements
- Multiple HCI sites to accommodate family/child locations
- Pre- and post-meetings between HCI support workers and NCPs to review observations and answer parent questions
- References positive client-satisfaction scores/metrics covering HCI safety measures, supportiveness, scheduling accommodations, and NCP education
- Administers AAPI-2 parenting survey when receiving new referrals. Data used to inform visitation coordinators and develop instructions for visits so as to tailor specific approach for each family's needs
- Empower children for independence
- Has participated in Quality Assurance Site reviews conducted by OCFS. Positive results
- Diligent in implementing suggestions for improvements
- COVID-19 ready – teleconferenced visits and currently prepping for on site visits
- I – Maine Judicial Branch, Administrative Office of the Courts
 - Support through ParentWorks services which merged with HCI in 1998
 - Provides monthly parent education class focused on educating divorced/separated parents on how to work through disputes while keeping the best interests of the child(ren) in mind
 - Four-hour classes
 - Divorcing parents placed in separate sessions
 - Evaluation data:
 - 363 parental figures over the past 5 years
 - 687 children represented over the past 5 years
 - 98% attendees completed a class evaluation
 - 97% indicated intent to use information taught
 - 94% indicated would recommend to others
 - 99% indicated that presenters well-prepared
 - Since October 2007, 821 parents successfully completed
 - 1533 children represented since 2007
 - 67% of participants initially referred by Family Courts

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

	<ul style="list-style-type: none"> ▪ Participation by gender 50/50 split ▪ Additional stats cited ○ I – DHHS Children’s Developmental & Behavioral Health Services <ul style="list-style-type: none"> ▪ Home Based Family Preservation ▪ Focus of services to maintain integrity of family unit as best suits the interests of the child ▪ Governed by HCT MaineCare Section 65 rules, services are implemented in the family’s home and are: <ul style="list-style-type: none"> • Child-centered • Family and solution focused • Intensive • Time-limited • Team delivered ▪ MaineCare families eligible for children under 21 with behavioral/emotional/mental health needs ▪ Individualized services and varying intensity based on family’s needs ▪ Regular QA reviews with Div. of Licensing ▪ Develop support systems for families ▪ In many cases, no legal relationship exists between parents or partners ▪ 30+ years of experience in this capacity
2.	Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Will not be using sub-contractors
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided district org chart
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I - None
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided FY 17, 18, 19 and Dun & Bradstreet report
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> • I – Provided certificate/licensing information for the following: <ul style="list-style-type: none"> ○ Licensed Mental Health Agency (Exp. 01/28/22) ○ Certificate of Membership of the Supervised Visitation Network ○
7.	Certificate of Insurance (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|---|
| <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 4/10/2021) ○ Automobile Liability (exp. 4/10/2021) ○ Umbrella Liability (exp. 4/10/2021) ○ Worker's Comp (exp 1/17/2021) ○ Directors & Officers Liability (exp. 4/10/2021) |
|---|

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – HCI Corporate HQ: 375 Main St., Rockland ● I – Other facilities include: <ul style="list-style-type: none"> ○ 90 Middle St., Lewiston ○ 284 Main St., Suite 170, Wilton ○ 443 Main St., Norway ● I – Maintains sites for supportive visitation in 11 counties ● I – Sites include <ul style="list-style-type: none"> ○ Waiting area ○ Kitchen area ○ Visitation Rooms ● I – ADA compatible ● I – Open 24/7 to staff ● I – Open for public visitation purposes M-F, 7am-7pm with accommodations for peak hours of 2pm – 7pm ● I – Exits, restrooms, and visit rooms labeled ● I – Staff trained to conduct private conversations in non-public areas only ● I – Routine check on each facility for safety and privacy

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

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BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – HCI selects facilities with trauma-informed practices in mind (“infuses”)
- I – Convenience-in-scheduling for children is top-priority – selects location closest to resource parent
- I – Visit facilities be provided only in districts where HCI is the approved provider
- I – Facility is secure and well-lit
- I – Suitable for children of all ages
- I – Child-friendly, welcoming
- I – Can accommodate multiple (concurrent) visits privately
- I – Stocked with activities and toys for children of varying ages (most toys removed due to COVID-19). Toys are rotated through the locations for variety.
- I – Furnished with sofas, armchairs, area rugs, tables, chairs (for dining)
- I – Microwave oven
- I – First Aid/precaution kits
- I – Anti-bacterial soap/dispensers
- I – Bottled water
- I – Dining Utensils (plastic)
- I – Diapers/Hand wipes
- I – Educational materials for parents and children
- I – Snacks (on a limited basis)
- I – High chairs, rocking chairs, car seats, strollers as needed for younger children
- I – Coverage and Staffing of Facilities
 - Staffed to handle visitations M-F, 7a-7p
 - Holidays and weekends are general not available
 - Offers home/community visits at the discretion of the department or court
 - Staffing based on requirements of the court order, DHHS, and child/family availability
 - Most visits occur mid-afternoons/early evening
 - Staff hired with understanding that they need to provide flexible work schedules and extended service hours (as needed) – Job descriptions reflect this and hired staff have to sign an acknowledgment form
 - Intake Scheduler administers scheduling of support workers so that “referrals occur within 7 calendar days of the completed referral”.
 - Acknowledges challenge of maintaining adequate staffing over time and the compounding complexity felt with COVID-19

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

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BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Staffing plan is as follows:
 - 1 FTE visitation coordinator
 - 1 FTE intake scheduler
 - 1 FTE administrative assistant
 - 1 FTE substitute visit support worker
 - 7 FTE visit support workers
 - Number of support workers based on the 905 hours estimated (monthly) in this RFP
 - HCI hires a number of part-time staff to supplement meeting the total requirement hours (esp for after school and very early evenings)
 - Full-time staff schedules fluctuate during each week to best meet needs

B. Background Checks (Bidder met the minimum requirements of this section)

- I – Background check approach is as follows:
 - SBI criminal record check (every two years)
 - DHHS child protective history check (every two years)
 - State and Nat'l Sex Offender Registry check (every two years)
 - Verification of all professional licenses (as applicable - every two years)
 - Bureau of Motor Vehicle check (for those transporting children - every two years)
 - Federal/State excluded provider check (every two years)
 - Maine Certified Nurse Assistant and Direct Care Worker check
 - State of Maine New Hire reporting
 - Age and Conflict of Interest checks
 - Signed agreement to abide by OCFS policies
 - Three reference checks
 - Completed application and resume with verification of degree status
- I – All hiring decisions are contingent upon clean return of the above checks
- I – New employees are not allowed to transport children alone
- I – Most of the background checks are done through the Maine Background Check Center
- I – Questionable activity reviewed by the Executive Director or HR designee
- I – Exclusions for hiring/retention include:
 - Criminal conviction for:
 - Abuse, neglect, or exploitation
 - Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

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DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ▪ Sexual offense <ul style="list-style-type: none"> ○ Substantiated finding of abuse/neglect ○ Arrest or conviction of OUI or other unsafe driving history
<p>C. Referral Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – All referrals are initiated by DHHS and faxed to the Visitation Coordinator • I – Visitation Coordinator reviews each referral • I – If information is missing, Visitation Coordinator follows up by noting this and ensuring that the Intake Scheduler can track this down when communicating with DHHS • I – Intake scheduler contacts the resource parent and visiting parent to coordinate scheduling • I – Intake scheduler then contacts DHHS case worker to arrange transport • I – Intake scheduler assigns HCI VSW within three days of when schedule is confirmed • I – First visit must take place within seven days of completed referral • I – HCI states they have not refused to provide transportation in the 18 years they have been providing service • I – Intake scheduler or Coordinator must meet with visiting parties, prior to the first visit, to review, ack, agree, sign Visitation Ground Rules • I – initial visitation support plan created by the Coordinator based on the court order, referral and any other accompanying documentation • I – conflicts of interest are rooted out during the referral and intake process and reviewed with the HCI employee, director, and DHHS to determine how to proceed.
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • I – safe, family friendly w/ appropriate access and exits • I – Child-proof covers for electrical outlets • I – adequate staffing for family observation/security • I – emergency procedures cover evacuation and medical issues • I – COVID-19 ready, consistent w/CDC guidelines • I – when serious threats occur, police notified and staff ensure secure perimeter around the facility • I – VSWs required to be within site and hearing of child(ren) at all times • I – HCI has prearranged security protocols w/ local police where child safety is clearly a concern (i.e. kidnapping, past violence)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Additional staff assigned, as needed, if concerns require it for all parties during a visit
- I – HCI maintains control of all facility access prior to, during, and after visits
- I – Visitation staff issued cell phones and have emergency contact numbers to the local police dept.
- I – Only authorized individuals are allowed to participate in visits
- I – Valid photo ID required for NCP unless directly introduced previously by DHHS case worker
- I – HCI obtains a copy of the court order to ensure compliance
- I – HCI is especially focused on individuals identified as having restricted access or has a protection order filed against them
- I – Extra attention given to circumstances where DHHS has expressed special concerns
- I – Visits are not scheduled unless a conference with the NCP has occurred that includes discussion of rules/guidelines and the NCP must sign an agreement
- I – Visits are interrupted on notice of ground rule violations and the NCP is provided with ways to alter behavior
- I – If there are multiple occurrences of poor behavior, visits could be terminated and DHHS notified immediately.
- I – Drop-off/Pickup times staggered to avoid situations where there has been a history of domestic violence
- I – Additional visitors must obtain proper written permission from DHHS to be allowed into visits
- I – Coordinator makes scheduled and ad-hoc checks into visits for quality assurance observations
- I – Toys, gifts, videos pre-examined by VSW to ensure no contraband allowed to be transferred
- I – Other facets of HCI approach to visits:
 - Community and Home-Based Visits
 - Cultural Competence
 - Trauma Informed Care
 - Collaboration and Cooperation
 - Empowering Families by Facilitating Parenting Education
 - Strength Based Approach to Respectful Engagement
 - Assess(ment) of Parental Readiness
 - (Acknowledging and Providing for) Unique Parental Situations

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

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EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Comprehensive Written Documentation ○ Subpoena, Court Testimony & Family Team Meetings ○ COVID-19 (Readiness/Accommodations)
<p>E. Information Technology Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I - HCI cites current and future readiness to meet the requirements of this section of RFP and provides supporting data
<p>F. Quality Assurance (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – Family Satisfaction Survey covering six areas administered to visiting families quarterly: <ul style="list-style-type: none"> ○ Satisfaction with services ○ Feeling supported by HCI visit support worker ○ Acquired new skills or increased parental knowledge ○ Accommodating availability when scheduling visits ○ Feeling safe during visits ○ Having a choice in location and time of visits ● I – Survey uses Likert scale ● I – HCI provides means to submit survey more anonymously ● I – HCI administrative assistant provides and tracks the survey information ● I – Survey data reported to DHHS quarterly ● I – Visitation support staff administer the AAPI-2 that assesses baseline and follow-up of parent’s views on child rearing (submitted to DHHS quarterly) ● I – HCI maintains a database tracking services provided to families and data is used to generate performance outcome reports (submitted to DHHS quarterly) ● I – HCI performs/utilizes internal quality control reviews ● I – DHHS Quality Improvement Site Visits ● I – Evaluating Program Effectiveness
<p>G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> ● I – Utilizes confidentiality training for all staff ● I – only people with business need are allowed to receive electronic documents ● I – electronic information encrypted during transmission ● I – Prohibits all unauthorized access/use of documentation w/sensitive information ● I – Protection of third-party information per industry standards and law ● I – Agrees to quarterly conferencing with DHHS to review PHI compliance and any concerns related to confidential data

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – HCI agrees to immediately disclose to DHHS any breach or possible breach and work together with DHHS to resolve • I – Access to MACWIS restricted to supervisors, managers, admin staff • I – background checks are key to determining whether a staff member can have access to confidential data • I – staff are required to sign a confidentiality agreement
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Requirements of this section have been met
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – All staff required to complete 25 hours of training through RELIAS within first six months of employment, and then annually for refresher training • I – Staff not allowed to meet with client families alone until they have completed orientation • I – Training plan table included with title, descriptions, frequency, and role
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – 90% of completed referrals will be scheduled for a visit w/in 7 days • I – VSWs will intervene 100% of times when safety is compromised • I – Parent surveys have a 60% response rate
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – HCI agrees to meet the reporting requirements in RFP
2. Implementation - Work Plan
<ul style="list-style-type: none"> • I – Job descriptions and resumes included <ul style="list-style-type: none"> ○ Executive Director/Chief Financial Officer ○ Director of Child & Family Services ○ Visitation Coordinator ○ Intake Scheduler ○ Visit Support Worker (Full Time) ○ Visit Support Worker (Part Time) ○ Staff Educator ○ Resumes included for: <ul style="list-style-type: none"> ▪ Sarah Minzy (LMSW-CC) – Director of Child & Family Services ▪ Lily Klein-Stroponicky (LMSW-CC) – Visitation Coordinator ▪ Tabetha Boissoneault – Intake Worker, VSW ▪ Susan Angers – Administrative Assistant ▪ Denise Bergeron – VSW ▪ Jami Bish – VSW

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- Britney Bolduc – VSW
- Arlyn Bouldard – VSW
- Patricia Mary Burns – VSW
- Jennifer Cole – VSW
- Angelina DesJardins – VSW
- Crystal Fontes – VSW
- Connie Grant-Siegel – VSW
- Jill D. Hetherington – VSW
- Gail A. Thomas – VSW
- Lacey R. Wakefield – VSW
- Mona Wing – VSW
- Rhonda Begin – VSW
- I – Staffing plan included and is commensurate with needs of RFP based on the number of hours for this district

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 3
BIDDER NAME/ORG: Home Counselors Inc.
DATE: 7/24/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS -OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P has experience providing the service
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• P
5. Financial Viability (Bidder met the minimum requirements of this section)
• P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• p
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 3

BIDDER NAME/ORG: Home Counselors Inc.

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS -OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• P Currently have contact multiple sites and have staff
B. Background Checks (Bidder met the minimum requirements of this section)
• P
C. Referral Requirements (Bidder met the minimum requirements of this section)
• P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• P Use APPI- 2 identify risk factors for parents use when creating visitation plan Have experienced COVID
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P
F. Quality Assurance (Bidder met the minimum requirements of this section)
• P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• P
I. Training Requirements (Bidder met the minimum requirements of this section)
• P
J. Performance Measures (Bidder met the minimum requirements of this section)
• Q reported out performance except measurement #3 on survey parent survey 60% response
K. Reports (Bidder met the minimum requirements of this section)
• P
2. Implementation - Work Plan
• P continuation of services in place

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- established 1995, COA • P- treatment foster care experience
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- child placing and Mental Health license
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- large office in Skowhegan. Additional offices will be leased in Augusta and surrounding areas for 3 visitation centers. Kitchenette. • P- Saturdays • P-3 VSW's, supervisor onsite each center, • P- recruitment and retention plan •
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • N- blank page, one paragraph on page 6
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- assignment within 3 business days
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- pre and post visitation meetings, effective planning. • P- prepared for remote visits with technology, devices and access. • I- parents complete 40 question pre-test to identify lesson needs • P- culturally sensitive plan
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- has an IT administrator
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- COA • P- QIP •
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

I. Training Requirements (Bidder met the minimum requirements of this section)
• P- Relias user
J. Performance Measures (Bidder met the minimum requirements of this section)
• P- PQI
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• P- rigorous recruitment plan posted prior to award date

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Supervised Visitation for 25 years. Only listed 2 projects
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Provider will not be using subcontractors. Bidder met minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
• None in past 5 years. Bidder met minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/24/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

***Directions:** Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Increased staffing 12% during current covid outbreak. Bidder met minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Currently uses MACWIS for ARP. Bidder met minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements of this section
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Attached. Bidder met minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 5
BIDDER NAME/ORG: Community Care
DATE: 7/20/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • P – Council on Accreditation for Children and Families since 2005 • P – Holds Child Placing and Mental Health licensing • I – Est. 1995 (25 years as an organization) • I – First program offered was for Treatment Foster Care. This program specifically focused on recruiting/training/supporting treatment care foster parents and represents the foundation for their experience as a provider • I – In 2004, began focusing on providing prevention services (i.e. post-reunification support). Developed the Community Family Support Services Program as their Home and Community Treatment Program • P – In 2014, received award (Alternative Response Program – Districts 1, 5, 6) • P – Has supported all but two districts in State of Maine • P – Based on past experience with Maine DHHS, they are very familiar with IT requirements and fully trained on MACWIS. Their IT systems are already established to work with the State of Maine network • P – Provided visual depiction of organization timeline (1995-present) • I – “Unconditional positive regard” philosophy • Q – Provided birth parents as representative projects for “Project One” and “Project 2” • N – Did not provide three examples of projects as required by RFP 201911201 (Part IV. B. Section I, Sub-section 1). Only provided a description of two projects
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
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DATE: 7/20/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided – Identified Executive Director, Clinical Director, and Program Director by name and indicated staffing for two VSW supervisors, each with 3.63 (FTE) VSW staff reporting to them
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No litigation in past 5 years
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided financial statements with Independent Auditor’s Reports for FYs 2017, 18, and 19
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided proof of licensure to operate a mental health agency (exp. 7/20/20) • P – Provided proof of licensure to operate a substance abuse agency (exp. 7/20/20) • P – Provided proof of licensure to operate a child placing agency (exp. 3/31/2021)
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided certificate of liability insurance <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 9/15/2020) ○ Automobile Liability (exp. 9/15/2020) ○ Umbrella Liability (exp. 9/15/2020) ○ Worker’s Comp (exp 11/15/2020)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

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BIDDER NAME/ORG: Community Care

DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Current facility located at 98 North Ave., Skowhegan (located in same building as Skowhegan’s DHHS Office)
- I – Additional facilities to be leased in the Augusta and surrounding area (no date given as to when these would be ready for use)
- I – Each facility will include:
 - Waiting area
 - Kitchenette – equipped with microwave, refrigerator, sink
 - Visitation Rooms - “warm and inviting” with activities suitable to children of all ages. Tables and chairs for families to dine together privately
- I – Open from 7am-7pm M-F, Saturday hours will be available as needed, VSW empowered to open on state holidays as needed
- I – Provides assurance that each facility will meet all fire safety requirements and emergency protocols posted
- I – Emergency protocols will be reviewed with family members at the start of the first visit
- I – Combination of full- and part-time staff to cover needs – acknowledges that staffing will accommodate peak-time visitation between 2pm and 7pm
- I – Two full-time VSW supervisors who will:
 - support/supervise VSWs (especially during peak hours),
 - manage referrals,
 - attend FTM’s (as needed)
 - participate in pre/post meetings and visitations,
 - supervise visits on-premise at each center,
 - attend quarterly (or otherwise scheduled) Department meetings to discuss services and contract matters,
 - act as primary contact for OCFS to resolve issues/concerns
 - responsible for facility equipment stock, cleanliness, repair, and safety
 - supervised by the agency “PD” (program director?). “PD” is responsible for working with VSW to ensure all needs and contractual compliance elements are met
- Q – Did not see same level of description for the VSW as was described for the VSW Supervisor in this section
- P – Has increased staff by 12% since the start of the COVID-19 pandemic
- P – Acknowledges the staffing challenges/shortages in the overall field at present and speaks to specific organizational focus on recruitment and retention through the following CC practices:
 - Prospector Program
 - Professional Marketing

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<ul style="list-style-type: none"> ○ Competitive Wages ○ Excellent Benefits ○ Wage Increase System ○ Supportive Supervision ○ Close Collaboration with UMO, USM, UNE, and others ○ Diverse Advertising Strategy ○ Professional Development
<p>B. Background Checks (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – Background checks performed by this organization: <ul style="list-style-type: none"> ○ State Bureau of Investigation – upon hire and annually ○ Department of Motor Vehicles – upon hire and annually ○ Child Protective Services – upon hire and bi-annually ○ State Sex Offender Registry – upon hire and annually ○ Nat'l Sex Offender Registry – upon hire and bi-annually ○ Federal and State Excluded Parties – upon hire and quarterly ○ Licensed Individuals are checked prior to hiring for his/her specific license validity and the presence of disciplinary action ● I – Exclusions for hiring include: <ul style="list-style-type: none"> ○ Criminal conviction for: <ul style="list-style-type: none"> ▪ Abuse, neglect, or exploitation ▪ Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person ▪ Sexual offense ○ Substantiated finding of abuse/neglect ○ Arrest or conviction of OUI or other unsafe driving history ● I – Policy is administered by CC's HR dept (overseen by the Executive Director)
<p>C. Referral Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – Provides services to all families referred by DHHS (or federally recognized tribe) ● I – Referral identified as complete when it has been received by the visitation agency from CW staff. ● I – Referral process outlined: <ul style="list-style-type: none"> ○ VSW Supervisor will initially review the referral to identify any potential conflict-of-interest (as outlined in the RFP) that may arise between the organization and the family referred. If there are any indications of conflict-of-interest, VSW supervisor will look to the PD to assess further.

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EVALUATOR DEPARTMENT: DAFS/OIT

<p>If conflict-of-interest exists, it (along with resolution) will be documented (by whom?)</p> <ul style="list-style-type: none">○ VSW Supervisor will review individual needs/circumstances of the referred family to ensure proper safeguards for safety and other accommodation consideration for that specific family's needs○ VSW Supervisor will assign a VSW within three business days of referral○ VSW Supervisor will ensure that visit occurs within seven calendar days of receiving the referral○ VSW Supervisor will provide guidance to VSW on specific family needs/considerations○ VSW Supervisor will document the scheduling efforts of the VSW and will maintain a spreadsheet with referral and assignment data, including all contact/attempt dates and date of first scheduled visit○ VSW Supervisor will review spreadsheet with PD weekly <ul style="list-style-type: none">● I – Vacation scheduling will prohibit both VSW Supervisors to be out at the same time
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none">● I - CC Sites many hours of collaboration with OCFS regarding overall aspects of providing for the needs of children and families● I – Speaks to the safety requirements in RFP by implementing the following:<ul style="list-style-type: none">○ Providing safe, clean environment for visits○ If the VSW Supervisor is not present, a second VSW will be present○ Always ensures there are at least two staff present in each center who is available to assist (not engaged in a visit)○ The individual not engaged in a visit (or otherwise working directly with a family) will provide general monitoring of the facility (waiting area, pickup/drop-off sites) and ensure that the parameters of the family plan for each specific family are followed.○ Ensuring there is a time lapse between drop-off and pickup times○ Provide for social distancing and health concerns amidst pandemic through both physical and technical means● Provides Nurturing Parenting (NP) program training● Provides staff with Trauma Informed and practice training● Maintains a posture of “unconditional positive regard”● Utilizes FTMs to monitor circumstances and safety concerns

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INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC acknowledges and affirms that they will meet all the technology requirements set forth in RFP
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC speaks to their quality assurance approach as follows: <ul style="list-style-type: none"> ○ The Quality Improvement Plan (QIP) is the main vehicle for monitoring, maintaining, and continuously improving quality of their services ○ Conducts quarterly parental surveys that cover a wide range of items, including staff, parent’s schedule accommodations, parental education, facility, and solicits free-form feedback from parent) ○ CC affirms they will use this survey data to improve services provided
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC speaks to their approach to confidentiality and PII as follows: <ul style="list-style-type: none"> ○ CC employs a HIPAA Compliance Officer who is directly responsible for protection of PII and other sensitive data ○ Affirms all data obtained by the department will be adequately protected ○ Sites the “Department’s Business Associate Agreement” and other state/federal laws, rules, regulations as the basis for their conduct with regard to protecting this data ○ PHI compliance will be reviewed quarterly (or more frequently as needed) ○ CC will notify the department immediately upon any potential/confirmed breach and will work with the department to coordinate a response • All staff receives HIPAA training (in-person) before providing services and annually
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – VSW Requirements <ul style="list-style-type: none"> ○ CC acknowledges and affirms VSW will meet the minimum requirements in H.5 (a., b., c.) • I – VSW Supervisor Requirements <ul style="list-style-type: none"> ○ CC acknowledges and affirms VSW Supervisor will meet the minimum requirements as outlined in H.6 (a.,b.,c.) and further adds that their

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DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<p>VSW Supervisor will also have a minimum of one year of supervisor experience.</p> <ul style="list-style-type: none">• I – Included job descriptions for:<ul style="list-style-type: none">○ Executive Director○ Clinical Director○ Program Director○ Development Director○ Visit Support Worker (VSW) Supervisor○ Visit Support Worker (VSW)• I – Included resumes for:<ul style="list-style-type: none">○ David McCluskey, Executive Director○ Sean Scovil, Clinical Director○ Jill Dionne, FVP Director○ Jody Stevenson, Development Director• I – Provided staffing plan description for all positions to support the FVP RFP, including the director positions noted above, 2 FTEs (VSW Supervisors) and a total of 7.26 FTEs (VSWs)• I – Acknowledges the staffing requirements (including peak times of 2pm-7pm, M-F) and affirms can meet these requirements based on the staffing plan strategy
<p>I. Training Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none">• I – CC states they have a RELIAS account which serves for training and tracking system• I – Provided an annual training plan (table of training data with the following columns:<ul style="list-style-type: none">○ Safety○ Parent Education○ Professionalism○ Child Development & Trauma-Informed Care○ FVP Service Delivery• I – Training to occur within first six months of hire and occur prior to service delivery• I – All staff will have a minimum of 25 hours of training prior and ongoing through the year• I – Annual “refresher” training• I – Initial training via a 5-day orientation to include:<ul style="list-style-type: none">○ In-seat○ Job shadowing

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DATE: 7/20/2020

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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ On-the-job ● I – VSW Supervisor will also be responsible for monitoring the VSW during the first visit and providing specific work plan based on observations from that visit ● I – CC speaks to additional trainings to cover: <ul style="list-style-type: none"> ○ MACWIS, RDS, Pulse Secure, and email ○ Effective Supervision ○ Contractual Expectations of the FVP ○ Strategies to ensure VSW’s are meeting all expectations of the position ○ Advance Motivational Information
<p>J. Performance Measures (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – CC sites COA accreditation as driving their robust QIP (Quality Improvement Program) ● I – CC site comprehensive PQI (performance quality improvement) plan focusing on goals, targets, indicators and strategies ● I – CC provided a table directly acknowledging and reflecting their ability to meet the performance measure requirements outlined in RFP ● I – CC sites family feedback surveys as a tool to monitor and improve services
<p>K. Reports (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> ● I – CC sites heavy reliance on electronic health record for tracking progress toward performance measures ● I – Acknowledges and affirms accurate reporting within the required timeframes and at the required frequency as outlined in the RFP
<p>2. Implementation - Work Plan</p> <ul style="list-style-type: none"> ● CC outlines the major components of their workplan as follows: <ul style="list-style-type: none"> ○ Contract award and meeting to negotiate details/clarify contract agreements (Executive Director, 8/15/2020) ○ Implementation of recruitment plan for VSWs and VSW Supervisors. Notes that Navigator positions will be posted prospectively prior to award date. Working with universities for recruitment (HR Director, Development Director, 8/15/2020 – 9/15/2020) ○ Developing training curriculum, scheduling initial staff orientation, setup of training system based on the needs of FVP (Clinical Director, Program Director, HR Director, 8/15/2020 – 9/15/2020) ○ FVP incorporated into CC operations, management, board, and QI/system development meetings (CC Mgmt Team, Board of Directors, CC Program Mgmt Team, 8/15/2020 – end of contract) ○ Collaboration Meetings with District DHHS staff (Development Director, Program Director, 8/21/2020 – 9/21/2020)

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RFP #: 201911201

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DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|--|
| <ul style="list-style-type: none">○ Finalization of FVP policies, procedures, protocols, systems, and QI/QA plan (Development Director, Program Director, Clinical Director, IT Coordinator (Ryan Grant), Finance (Jessica Mertz), QA Coordinator (Jessica George) 9/1/2020-9/30/2020)○ Meet and greet with program and DHHS District staff (Program Director, 9/15/2020 – 9/30/2020)○ Contract svcs. Begin (Program Director, 11/1/2020 – end of contract)○ First quarterly fiscal and performance reports submitted (Finance Director (Vicki Carter), Program Director, 1/1/2021) |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 5
BIDDER NAME/ORG: Community Care
DATE: 7/20/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P working relationship with DHHS - OCFS in 1995 Accredited use Result Based Accountability
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• Q list as none but later none that mattered
5. Financial Viability (Bidder met the minimum requirements of this section)
• P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• P
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• P

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INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 5

BIDDER NAME/ORG: Community Care

DATE: 7/20/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P Has office at OCFS Skowhegan good coordination need to lease additional space detailed plan for recruitment of staff, recognizing difficulties can they get it up and running by 10/1/2020
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I good plan with technology when can't do in person visits COVID planning Uses AAPI-2 survey to identify parental risk factors use in developing visitation plan all staff trained in NP programs and offer to clients use narrative for notes as well as describe how goals were met
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • p
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • p
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • p
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • p
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • p
K. Reports (Bidder met the minimum requirements of this section)

**STATE OF MAINE
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DATE: 7/20/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

<ul style="list-style-type: none">• p
2. Implementation - Work Plan
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- established 1995, COA • P- treatment foster care experience
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- child placing and Mental Health license
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Bangor location, additional centers will be leased in Lincoln and Cover, • P- Saturdays • P-3 VSW's, supervisor onsite each center, • P- recruitment and retention plan •
B. Background Checks (Bidder met the minimum requirements of this section)
•
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- assignment within 3 business days
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- pre and post visitation meetings, effective planning. • P- prepared for remote visits with technology, devices and access. • I- parents complete 40 question pre-test to identify lesson needs • P- culturally sensitive plan
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- has an IT administrator
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- COA • P- QIP •
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
•
I. Training Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

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BIDDER NAME/ORG: Community Care

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

• P- Relias user
J. Performance Measures (Bidder met the minimum requirements of this section)
• P- PQI
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• P- rigorous recruitment plan posted prior to award date

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/25/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Only 2 projects listed. 25 years of Supervised visitation
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• No subcontractors to be used. Bidder met the minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Org chart is for this service only.
4. Litigation (Bidder met the minimum requirements of this section)
• No litigation in past 5 years. Bidder met the minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• Attached. Bidder met the minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: COMMUNITY CARE

DATE: 7/25/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

***Directions:** Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 12% increase in staffing during recent covid outbreak. Bidder met the minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section. Currently uses MACWIS for ARP.
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Community Care
DATE: 7/20/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • P – Council on Accreditation for Children and Families since 2005 • P – Holds Child Placing and Mental Health licensing • I – Est. 1995 (25 years as an organization) • I – First program offered was for Treatment Foster Care. This program specifically focused on recruiting/training/supporting treatment care foster parents and represents the foundation for their experience as a provider • I – In 2004, began focusing on providing prevention services (i.e. post-reunification support). Developed the Community Family Support Services Program as their Home and Community Treatment Program • P – In 2014, received award (Alternative Response Program – Districts 1, 5, 6) • P – Has supported all but two districts in State of Maine • P – Based on past experience with Maine DHHS, they are very familiar with IT requirements and fully trained on MACWIS. Their IT systems are already established to work with the State of Maine network • P – Provided visual depiction of organization timeline (1995-present) • I – “Unconditional positive regard” philosophy • Q – Provided birth parents as representative projects for “Project One” and “Project 2” • N – Did not provide three examples of projects as required by RFP 201911201 (Part IV. B. Section I, Sub-section 1). Only provided a description of two projects
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
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DATE: 7/20/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided – Identified Executive Director, Clinical Director, and Program Director by name and indicated staffing for two VSW supervisors, each with 3.63 (FTE) VSW staff reporting to them
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – No litigation in past 5 years
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided financial statements with Independent Auditor’s Reports for FYs 2017, 18, and 19
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided proof of licensure to operate a mental health agency (exp. 7/20/20) • P – Provided proof of licensure to operate a substance abuse agency (exp. 7/20/20) • P – Provided proof of licensure to operate a child placing agency (exp. 3/31/2021)
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P – Provided certificate of liability insurance <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 9/15/2020) ○ Automobile Liability (exp. 9/15/2020) ○ Umbrella Liability (exp. 9/15/2020) ○ Worker’s Comp (exp 11/15/2020)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: FAMILY VISITATION PROGRAM

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EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Current facility located at 40 Summer St., Suite 2, Bangor
- I – Additional facilities to be leased in Dover and Lincoln (no date given as to when these would be ready for use)
- I – Each facility will include:
 - Waiting area
 - Kitchenette – equipped with microwave, refrigerator, sink
 - Visitation Rooms - “warm and inviting” with activities suitable to children of all ages. Tables and chairs for families to dine together privately
- I – Open from 7am-7pm M-F, Saturday hours will be available as needed, VSW empowered to open on state holidays as needed
- I – Provides assurance that each facility will meet all fire safety requirements and emergency protocols posted
- I – Emergency protocols will be reviewed with family members at the start of the first visit
- I – Combination of full- and part-time staff to cover needs – acknowledges that staffing will accommodate peak-time visitation between 2pm and 7pm
- I – Two full-time VSW supervisors who will:
 - support/supervise VSWs (especially during peak hours),
 - manage referrals,
 - attend FTMs (as needed)
 - participate in pre/post meetings and visitations,
 - supervise visits on-premise at each center,
 - attend quarterly (or otherwise scheduled) Department meetings to discuss services and contract matters,
 - act as primary contact for OCFS to resolve issues/concerns
 - responsible for facility equipment stock, cleanliness, repair, and safety
 - supervised by the agency “PD” (program director?). “PD” is responsible for working with VSW to ensure all needs and contractual compliance elements are met
- Q – Did not see same level of description for the VSW as was described for the VSW Supervisor in this section
- P – Has increased staff by 12% since the start of the COVID-19 pandemic
- P – Acknowledges the staffing challenges/shortages in the overall field at present and speaks to specific organizational focus on recruitment and retention through the following CC practices:
 - Prospector Program
 - Professional Marketing
 - Competitive Wages

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<ul style="list-style-type: none">○ Excellent Benefits○ Wage Increase System○ Supportive Supervision○ Close Collaboration with UMO, USM, UNE, and others○ Diverse Advertising Strategy○ Professional Development
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">● I – Background checks performed by this organization:<ul style="list-style-type: none">○ State Bureau of Investigation – upon hire and annually○ Department of Motor Vehicles – upon hire and annually○ Child Protective Services – upon hire and bi-annually○ State Sex Offender Registry – upon hire and annually○ Nat'l Sex Offender Registry – upon hire and bi-annually○ Federal and State Excluded Parties – upon hire and quarterly○ Licensed Individuals are checked prior to hiring for his/her specific license validity and the presence of disciplinary action● I – Exclusions for hiring include:<ul style="list-style-type: none">○ Criminal conviction for:<ul style="list-style-type: none">▪ Abuse, neglect, or exploitation▪ Class A, B, C (or equivalent) crime, reckless conduct resulting in the threat of or actual bodily injury to another person▪ Sexual offense○ Substantiated finding of abuse/neglect○ Arrest or conviction of OUI or other unsafe driving history● I – Policy is administered by CC's HR dept (overseen by the Executive Director)
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">● I – Provides services to all families referred by DHHS (or federally recognized tribe)● I – Referral identified as complete when it has been received by the visitation agency from CW staff. ● I – Referral process outlined:<ul style="list-style-type: none">○ VSW Supervisor will initially review the referral to identify any potential conflict-of-interest (as outlined in the RFP) that may arise between the organization and the family referred. If there are any indications of conflict-of-interest, VSW supervisor will look to the PD to assess further.

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<p>If conflict-of-interest exists, it (along with resolution) will be documented (by whom?)</p> <ul style="list-style-type: none">○ VSW Supervisor will review individual needs/circumstances of the referred family to ensure proper safeguards for safety and other accommodation consideration for that specific family's needs○ VSW Supervisor will assign a VSW within three business days of referral○ VSW Supervisor will ensure that visit occurs within seven calendar days of receiving the referral○ VSW Supervisor will provide guidance to VSW on specific family needs/considerations○ VSW Supervisor will document the scheduling efforts of the VSW and will maintain a spreadsheet with referral and assignment data, including all contact/attempt dates and date of first scheduled visit○ VSW Supervisor will review spreadsheet with PD weekly <ul style="list-style-type: none">● I – Vacation scheduling will prohibit both VSW Supervisors to be out at the same time
<p>D. Visitation Service Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none">● I - CC Sites many hours of collaboration with OCFS regarding overall aspects of providing for the needs of children and families● I – Speaks to the safety requirements in RFP by implementing the following:<ul style="list-style-type: none">○ Providing safe, clean environment for visits○ If the VSW Supervisor is not present, a second VSW will be present○ Always ensures there are at least two staff present in each center who is available to assist (not engaged in a visit)○ The individual not engaged in a visit (or otherwise working directly with a family) will provide general monitoring of the facility (waiting area, pickup/drop-off sites) and ensure that the parameters of the family plan for each specific family are followed.○ Ensuring there is a time lapse between drop-off and pickup times○ Provide for social distancing and health concerns amidst pandemic through both physical and technical means● Provides Nurturing Parenting (NP) program training● Provides staff with Trauma Informed and practice training● Maintains a posture of “unconditional positive regard”● Utilizes FTMs to monitor circumstances and safety concerns

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EVALUATOR DEPARTMENT: DAFS/OIT

E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC acknowledges and affirms that they will meet all the technology requirements set forth in RFP
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC speaks to their quality assurance approach as follows: <ul style="list-style-type: none"> ○ The Quality Improvement Plan (QIP) is the main vehicle for monitoring, maintaining, and continuously improving quality of their services ○ Conducts quarterly parental surveys that cover a wide range of items, including staff, parent’s schedule accommodations, parental education, facility, and solicits free-form feedback from parent) ○ CC affirms they will use this survey data to improve services provided
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – CC speaks to their approach to confidentiality and PII as follows: <ul style="list-style-type: none"> ○ CC employs a HIPAA Compliance Officer who is directly responsible for protection of PII and other sensitive data ○ Affirms all data obtained by the department will be adequately protected ○ Sites the “Department’s Business Associate Agreement” and other state/federal laws, rules, regulations as the basis for their conduct with regard to protecting this data ○ PHI compliance will be reviewed quarterly (or more frequently as needed) ○ CC will notify the department immediately upon any potential/confirmed breach and will work with the department to coordinate a response • All staff receives HIPAA training (in-person) before providing services and annually
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – VSW Requirements <ul style="list-style-type: none"> ○ CC acknowledges and affirms VSW will meet the minimum requirements in H.5 (a., b., c.) • I – VSW Supervisor Requirements <ul style="list-style-type: none"> ○ CC acknowledges and affirms VSW Supervisor will meet the minimum requirements as outlined in H.6 (a.,b.,c.) and further adds that their

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DATE: 7/20/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

VSW Supervisor will also have a minimum of one year of supervisor experience.

- I – Included job descriptions for:
 - Executive Director
 - Clinical Director
 - Program Director
 - Development Director
 - Visit Support Worker (VSW) Supervisor
 - Visit Support Worker (VSW)
- I – Included resumes for:
 - David McCluskey, Executive Director
 - Sean Scovil, Clinical Director
 - Jill Dionne, FVP Director
 - Jody Stevenson, Development Director
- I – Provided staffing plan description for all positions to support the FVP RFP, including the director positions noted above, 2 FTEs (VSW Supervisors) and a total of 7.26 FTEs (VSWs)
- I – Acknowledges the staffing requirements (including peak times of 2pm-7pm, M-F) and affirms can meet these requirements based on the staffing plan strategy

I. Training Requirements (Bidder met the minimum requirements of this section)

- I – CC states they have a RELIAS account which serves for training and tracking system
- I – Provided an annual training plan (table of training data with the following columns:
 - Safety
 - Parent Education
 - Professionalism
 - Child Development & Trauma-Informed Care
 - FVP Service Delivery
- I – Training to occur within first six months of hire and occur prior to service delivery
- I – All staff will have a minimum of 25 hours of training prior and ongoing through the year
- I – Annual “refresher” training
- I – Initial training via a 5-day orientation to include:
 - In-seat
 - Job shadowing

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EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ On-the-job ● I – VSW Supervisor will also be responsible for monitoring the VSW during the first visit and providing specific work plan based on observations from that visit ● I – CC speaks to additional trainings to cover: <ul style="list-style-type: none"> ○ MACWIS, RDS, Pulse Secure, and email ○ Effective Supervision ○ Contractual Expectations of the FVP ○ Strategies to ensure VSW’s are meeting all expectations of the position ○ Advance Motivational Information
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – CC sites COA accreditation as driving their robust QIP (Quality Improvement Program) ● I – CC site comprehensive PQI (performance quality improvement) plan focusing on goals, targets, indicators and strategies ● I – CC provided a table directly acknowledging and reflecting their ability to meet the performance measure requirements outlined in RFP ● I – CC sites family feedback surveys as a tool to monitor and improve services
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – CC sites heavy reliance on electronic health record for tracking progress toward performance measures ● I – Acknowledges and affirms accurate reporting within the required timeframes and at the required frequency as outlined in the RFP
2. Implementation - Work Plan
<ul style="list-style-type: none"> ● CC outlines the major components of their workplan as follows: <ul style="list-style-type: none"> ○ Contract award and meeting to negotiate details/clarify contract agreements (Executive Director, 8/15/2020) ○ Implementation of recruitment plan for VSWs and VSW Supervisors. Notes that Navigator positions will be posted prospectively prior to award date. Working with universities for recruitment (HR Director, Development Director, 8/15/2020 – 9/15/2020) ○ Developing training curriculum, scheduling initial staff orientation, setup of training system based on the needs of FVP (Clinical Director, Program Director, HR Director, 8/15/2020 – 9/15/2020) ○ FVP incorporated into CC operations, management, board, and QI/system development meetings (CC Mgmt Team, Board of Directors, CC Program Mgmt Team, 8/15/2020 – end of contract) ○ Collaboration Meetings with District DHHS staff (Development Director, Program Director, 8/21/2020 – 9/21/2020)

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EVALUATOR DEPARTMENT: DAFS/OIT

- | |
|--|
| <ul style="list-style-type: none">○ Finalization of FVP policies, procedures, protocols, systems, and QI/QA plan (Development Director, Program Director, Clinical Director, IT Coordinator (Ryan Grant), Finance (Jessica Mertz), QA Coordinator (Jessica George) 9/1/2020-9/30/2020)○ Meet and greet with program and DHHS District staff (Program Director, 9/15/2020 – 9/30/2020)○ Contract svcs. Begin (Program Director, 11/1/2020 – end of contract)○ First quarterly fiscal and performance reports submitted (Finance Director (Vicki Carter), Program Director, 1/1/2021) |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Community Care
DATE: 7/24/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization section)
<ul style="list-style-type: none"> • Did not provide 3 projects they are listed in the narrative prior to • Did not provide entire organizational chart • Ongoing relationship with OCFS responsive to unmet needs in community • ARP contract for multiple districts • Accredited • Uses Motivational interviewing
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
3. Organizational Chart
<ul style="list-style-type: none"> • Only provided organization chart for proposed visitation program
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P not needed
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P at the time of submission

**STATE OF MAINE
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DATE: 7/24/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
P Has site in Bangor and will lease sites in Lincoln and Dover can open during holidays supervisor in each location
B. Background Checks (Bidder met the minimum requirements of this section)
• P
C. Referral Requirements (Bidder met the minimum requirements of this section)
• P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• P use AAPI-2 help develop visitation plan, all staff trained in NP program
• Offer parenting to those parents that are interested
• Work with foster parents to help create plans
• Lending devices that that support Wifi, cellular data when in person visits can't happen.
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P
F. Quality Assurance (Bidder met the minimum requirements of this section)
• P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• P plan in place to address recruitment and retention of staff
I. Training Requirements (Bidder met the minimum requirements of this section)
• P
J. Performance Measures (Bidder met the minimum requirements of this section)
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Community Care

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

K. Reports (Bidder met the minimum requirements of this section)
• P
2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 6
BIDDER NAME/ORG: Penquis
DATE: 7/23/2020
EVALUATOR NAME: Rebecca Bolstridge
EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- over 50 years experience, wide scope of services • P- 650 staff, 836 volunteers • 50+ programs • P- RBA approach , data driven • P- community partnerships • P- providing visitation services as a subgrantee of AMHC • P- providing family time coaching visitation services •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/23/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- Bangor, Lincoln and Dover-Foxcroft sites. • P- approved community sites • 4 FTE VSW, 1 FTE scheduler, 2 FTE visit support supervisors, admin support • P- M- Saturday •
B. Background Checks (Bidder met the minimum requirements of this section)
•
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- assigned within 3 business days, typically schedules the first visit within 3 days.
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- orientation meeting for parents 30 minutes prior to first visit. • P- Pre visit planning and post visit debriefing • P- agency works to schedule for incarcerated parents, has a plan. • P- cell phones for emergencies
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- currently connected to MACWIS • P- IT infrastructure
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • N- no QA other than surveys
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
•
I. Training Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/23/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

•
J. Performance Measures (Bidder met the minimum requirements of this section)
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
• N- advertise positions in October, hire Nov/Dec

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: PENQUIS CAP, Inc.

DATE: 7/25/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Has been sub contractor for Family visitation since 2015. Bidder met the minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None to be used. Bidder met the minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None in past 5 years. Bidder met the minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: PENQUIS CAP, Inc.

DATE: 7/25/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

***Directions:** Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Only 1 room available in Lincoln. Bidder met the minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section. Currently uses MACWIS
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
2. Implementation - Work Plan
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Community action and licensed mental health agency• I – Over 50 years experience• I – Philosophical Approach:<ul style="list-style-type: none">○ Client-centered○ Culturally-competent○ Strengths-based○ Performance-based○ Collaborative• I – Family-centered practice, involving:<ul style="list-style-type: none">○ Working with the family unit to ensure safety and well-being of all members○ Strengthening the capacity of families to function effectively○ Engaging, empowering and partnering with families for decision- and goal-making processes○ Individualized, culturally responsive, flexible and relevant services○ Linking families with support networks/services• I – Penquis cites the following qualifications:<ul style="list-style-type: none">○ experienced, culturally competent○ recognizes each family unique○ awareness of many family stressors○ Collaborative and connected○ possesses mental health license○ qualified staff

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- financial strength
- excellent infrastructure (physical/technology)
- continuum of supports – 50+ programs offered
- results-based accountability
- recognition of excellence – 2018 non-profit of the year (Bangor Regional CoC), Program of Excellence (Federal Regional Office of Head Start), accreditation (National Association for the Education of Young Children), Program of National Significance (Corporation for National Services), United Way Community Builder Awards, Agency of Distinction (WLBZ-TV). CEO Karey Hay obtained National NeighborWorks Association Emerging Leader Award in 2017 and Practitioner of the Year in 2019
- Longstanding Community Collaboration – 774 partnerships with 500+ orgs, including law enforcement educational institutions and many others
- I - Relevant Experience:
 - Provider for Family Visitation since 2015 (subgrantee of Aroostook Mental Health Center)
 - Chosen by Maine DHHS to pilot Visit Coaching and Assessment Services in 2019
 - The Maine Families home visiting program for families with newborns since 2000
 - DHHS Subcontractor under US Dept. of Justice grant. Provided supervised visit/safe exchange services in Piscataquis County 2012-2017
 - Child Abuse and Neglect Prevention Council programs and education offered in 2019 and 2020 (served 598 individuals through classes, workshops, events, and training)
 - The Penquis Children’s Advocacy Center responding to reports of child sexual abuse since December 2016 – conducted 188 interviews and served 129 families in FY 19
 - Journey House – maternity group home since 2009. Provides short-term residential/support services for homeless pregnant/parenting young women (ages 16-21). FY19, served 7 residents in the home and 16 in aftercare
- I – Included description of three projects:
 - Aroostook Mental Health Center (AMHC) subgrantee – 2015-present
 - Family visitation services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

	<ul style="list-style-type: none"> ▪ Served 530+ families in past 5 years w/ less than 5 critical incidents ▪ Last year, 5902 visits scheduled totaling 9097 hours of family care ▪ Staff in contact with more than 100 family members/daily ▪ Included visual depiction of service coverage area overlaid on map of Maine (includes legend with descriptions of data points) ○ Penquis Family Time Coaching <ul style="list-style-type: none"> ▪ Chosen by Maine DHHS to pilot Visit Coaching and Assessment Services in 2019 ▪ 25 families closed, 8 reunified, 2 transferred to unsupervised visits since September 2019 ○ Penquis C.A.P., Inc <ul style="list-style-type: none"> ▪ The Maine Families Home Visiting Program – for families with (or expecting) a newborn at home since 2000 ▪ Funded by a MIECHV federal grant and the State of Maine ▪ Provides parents with prenatal support/education ▪ Served 203 families from July 2019-June 2020 ▪ Follows Touchpoints Approach ▪ Has maintained Blue-Ribbon status by meeting essential requirements of the Parents Are Teachers model ▪ Each member of staff has bachelor’s or master’s degree and are certified through Parents as Teachers.
2.	Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> ● I – No subcontractors
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> ● I – Attached org chart (all positions represented with additional descriptive information provided for non-executive/non-officer positions) ● I – Additional org chart provided with executive/officer names
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> ● I – No litigation
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> ● I - Provided reports for FY 17, 18, 19 and Dun & Bradstreet Report
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> ● I - Speaks to having a mental health license
7.	Certificate of Insurance (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

- I – Provided proof of insurance for the following:
 - Commercial General Liability (exp. 01/01/2021)
 - Automobile Liability (exp. 01/01/2021)
 - Umbrella Liability (exp. 01/01/2021)
 - Workers Comp (exp. 11/01/2020)
 - ME Excess Workers Comp (exp. 01/01/2021)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
I – Currently a sub-contractor for AMHC
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Maintains facilities in Penobscot and Piscataquis Counties in Bangor (262 Harlow St.), Lincoln (9 Main St. – Suite 2) and Dover-Foxcroft (50 North St) • I – All facilities meet fire/safety codes • I – Bangor has largest facility – 1200 sq. ft. w/5 visit rooms. On city bus route. • I – for Bangor facility, close ties with regional businesses to provide visits in a natural family setting (where approved). Includes free access to the Discovery Museum for Penquis families. • I – Lincoln facility has 1 visit room • I – Dover-Foxcroft facility has 2-3 visit rooms and full kitchen • I – All visit rooms provide private spaces w/ tables and chairs, white boards, and shelves • I – Individual storage containers available to families • I – Supply of toys and activities provided • I – Microwave, refrigerator, and private breastfeeding area • I – Staffing to cover the 1560 units specified in RFP

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – 14 VSW FTEs, 1 Scheduler FTE, 2 VSW Supervisor FTEs, .35FTE Admin support, .15 Finance FTE, .1 Dept. Director FTE, .2 Deputy Dept. Director FTE • I – Current staffing capacity covers 100 afterschool visits weekly, and anticipates 140 with proposed staffing requirements in RFP • I – Resumes provided in attachment 8
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Speaks to various background checks done
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Provides outline of referral process and speaks to RFP requirements
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Provides outline of visitation services process and speaks to RFP requirements. • I – provides a bullet-pointed table listing of processes for pre-, during, post-visit activities • I – provides table of Need/Response for how Penquis deals with the various types of family circumstances • I – Speaks in-depth to safety measures/procedures
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Affirms compliance with all IT requirements in RFP speaking to each one directly
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Affirms QA process aligns with requirements in RFP
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Affirms confidentiality compliance with RFP and speaks specifically to measures taken (encryption, backups, firewall, etc.) to ensure safe and careful handling of data.
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Provides listing of current staff for Director, Deputy Director, Visit Support Supervisor, Scheduler, VSW, Office Coordinator, and Financial Analyst • I – speaks to how Penquis will meet RFP staffing requirements, in good detail, in Attachment 10
I. Training Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none">• I – Lists training approach/specific topics in Attachment 11 in alignment with RFP
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I - Outlines performance requirements in RFP directly with approach and provides table that details the Performance Measure, Assessment Cycle (frequency), and Supportive Documentation.
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I - Outlines report requirements in RFP directly with approach and provides table that details the Report Title, Period Captured, Due Date.
2. Implementation - Work Plan
<ul style="list-style-type: none">• I – Workplan included in attachment 12 outlining deliverables, timelines, and responsible positions for each deliverable

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis Cap, Inc. And Its Affiliates

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P 50 years experience providing services to children and families 3 projects all relevant
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P
4. Litigation (Bidder met the minimum requirements of this section)
• P none
5. Financial Viability (Bidder met the minimum requirements of this section)
• P
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• P
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis Cap, Inc. And Its Affiliates

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P Currently provides visitation for district six and for AMHC • Addresses the need for more afterschool visits
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Addressed Covid requirements • Outlined specific and detailed plan in supporting family pre and post visit planning • Surprised that it doesn't reference NP or positive parenting
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 6

BIDDER NAME/ORG: Penquis Cap, Inc. And Its Affiliates

DATE: 7/24/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS - OCFS

2. Implementation - Work Plan
• P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- 56 years of operation. 26 sites, 6,000 individuals served a year and 325 employees. • P- currently provides visitation services in 2 counties
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None current. One in the last 5 years that is closed.
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- not required, but Mental health and substance abuse
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

***Directions:** Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- M- F and Saturdays as needed. • P- fulltime part time and per diem staff for capacity. • P- 3 locations, Ellsworth, Machias and Calais
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- COVID experience providing service • I- per diem staff to cover peak hours •
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- IT department • P- MACWIS experience
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • N- nothing other than parent surveys
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- has a privacy officer
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- has a visit scheduler P- 4 FTE's and 3 per diems, scheduler, 1 supervisor, 1 consultant P- staff in place
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

J. Performance Measures (Bidder met the minimum requirements of this section)
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AROOSTOOK MENTAL HEALTH SERVICES, INC.

DATE: 7/26/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Current D7 Family Visitation provider. Bidder met the minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No subcontractors or consultants will be used. Bidder met the minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • One closed case. Bidder met the minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No Dun & Bradstreet report attached.
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AROOSTOOK MENTAL HEALTH SERVICES, INC.

DATE: 7/26/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
2. Implementation - Work Plan
• Attached. No startup time required. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 7
BIDDER NAME/ORG: AMHC
DATE: 7/22/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Founded in 1964, AMHC has been in operation for 56 years• I – Private, non-profit• I – Mission statement: To provide integrated healthcare services that maximize an individual's potential to recover and improve their quality of life• I – Vision statement: Improve the well-being of our community• I – Provides emergency mobile response, outpatient counseling, residential treatment, care coordination/case management, medication management, peer support, prevention, sexual assault support and rehab for people with acquired brain injury.• I – Center of Excellence for the Treatment of Substance Abuse – SAMHSA, Maine OSA, and Robert Wood Johnson Foundation• I – Safety net provider with some sliding-scale fees• I – Provides children's services/support programs, including Family Visitation and family therapy• I – Provides children's behavioral health and crisis services• I – Provides services/education to schools, camps, individual families• I – Provides a description of three projects:<ul style="list-style-type: none">○ Family Visit Program, DHHS, since October 2008<ul style="list-style-type: none">▪ Supervised visitation services▪ 356 children and 392 adults served from 7/2015 – 1/2020▪ 8848 visits successfully completed over life of contract▪ Maintained regular meetings and communication with DHHS to review utilization of projected contract hours

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Children’s Behavioral Health Home, since October 2019 <ul style="list-style-type: none"> ▪ MaineCare Section 92 Children’s Behavioral Health Home provider ▪ Provides children’s mental/behavioral health services to 200 children annually ▪ Services include: Care coordination, family support/education/advocacy ▪ Of special focus, AMHC provide navigational support of health care to families with children with complex mental-health needs ▪ Highly collaborative with schools and other community/state institutions on behalf of the family ▪ Speaks to trauma-informed response to children’s behavioral issues ○ Children’s Crisis Stabilization Units, Serving all counties in ME since 2009 <ul style="list-style-type: none"> ▪ Provides 24/7, 365 care in an 8-bed facility in Calais, serving youth (7 – 19) with short-term crisis stabilization and referrals to community resources ▪ Goal is to return families to pre-crisis functioning ▪ Provides individual/group/family counseling ▪ Develops treatment plans for child when they are discharged to homes ▪ Approaches each unique situation based on family circumstances ▪ Has dealt with very challenging cases and specializes in supporting high-needs children with complex health issues and behavioral problems
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – States that no subcontractors will be used
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Current org chart provided • I – Proposed Org chart provided
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – No current/pending litigation and one closed case in past 5 years <ul style="list-style-type: none"> ○ I – Office of Inspector General (Entity), Complaint Type – Employment-related (12/4/2017-7/12/2018 – Employed person paid by fed healthcare program who was excluded from participating in said services),

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

Outcome – Settled without admission or concession for the amount of \$17,750.12
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Provided financial audit reports • Q – Did not find a Dun & Bradstreet Report
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided proof of: <ul style="list-style-type: none"> ○ Mental Health Agency licensure (exp. 5/29/2020) ○ Substance Abuse Agency (exp. 5/29/2020)
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided proof of: <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 1/15/2021) ○ Automobile Liability (exp. 1/15/2021) ○ Excess Liability (exp. 1/15/2021) ○ Workers Comp (exp. 5/6/2020) ○ Professional Liability (exp. 1/15/2021)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Office locations provide wide-geographic coverage for specified area <ul style="list-style-type: none"> ○ Ellsworth: 710 Bucksport Rd, 04605 667-6890 ○ Machias: 14 Steve's Lane, 04654 255-0996 ○ Calais: 127 Palmer St., 04619 454-0775 • I – Office/staff hours cover M-F, 7am-7pm

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> • I – Offers flexibility in scheduling based on parents’ needs • P – Provides services on weekends and holidays as needed • I – Acknowledges staffing needs during peak hours (2:30pm – 6:00pm) • I – Employs full-time, part-time, and per-diem staff to accommodate scheduling fluctuations for 600 units/month
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Describes background check process/procedure and speaks to the RFP requirements
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Describes referral process/procedure and speak to the RFP requirements
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Describes Visitation Services Requirements process/procedure and speak to the RFP requirements • I – Emphasizes safety/compliance adherence and describes protocols
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Acknowledges/Affirms all IT requirements
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Speaks directly to the RFP requirements for this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Speaks directly to the RFP requirements for this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Speaks directly to the RFP requirements and included resumes for all staff anticipated for this proposal • I – Provided Job Descriptions and staffing plan for this proposal as required by RFP • I – Provided Table for outlining staffing plan
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I - Speaks to training requirements and provides training plan (outline of training plan with specific areas provided) along with training description and timeline/frequency
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Speaks to performance measure requirements and provides response to each requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Speaks to and affirms compliance with report requirements in RFP
2. Implementation - Work Plan
<ul style="list-style-type: none">• Workplan detailed in table that answers to the specific RFP requirements that shows task, timeline, and responsible person

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 7
BIDDER NAME/ORG: AMHC
DATE: 7/25/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS -OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 56 years in operation • Has three projects •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P didn't use Brad and Dunn
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P not needed for visitation
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 7

BIDDER NAME/ORG: AMHC

DATE: 7/25/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS -OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P currently has contract and staff
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Uses NP model • Has a therapist consultant that works with VSW on assessments and interventions • Some state holidays
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P currently all in place

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- 56 years of operation. 26 sites, 6,000 individuals served a year and 325 employees. • P- currently provides visitation services in 2 counties
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None current. One in the last 5 years that is closed.
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- not required, but Mental health and substance abuse
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- M- F and Saturdays as needed. • P- fulltime part time and per diem staff for capacity. • P- 5 locations, Caribou, Fort Kent, Houlton, Madawaska, Presque Isle. •
B. Background Checks (Bidder met the minimum requirements of this section)
•
C. Referral Requirements (Bidder met the minimum requirements of this section)
•
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- COVID experience providing service • I- per diem staff to cover peak hours • P- nurturing parent model
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- IT department • P- MACWIS experience
F. Quality Assurance (Bidder met the minimum requirements of this section)
• N- nothing other than parent surveys
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P- has a privacy officer
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- has a visit scheduler • P- 9 FTE's and 2 per diems, scheduler, 1 supervisor, 1 consultant • P- staff in place
I. Training Requirements (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/23/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: Program OCFS

J. Performance Measures (Bidder met the minimum requirements of this section)
•
K. Reports (Bidder met the minimum requirements of this section)
•
2. Implementation - Work Plan
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AROOSTOOK MENTAL HEALTH SERVICES, INC.

DATE: 7/26/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

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

Individual Evaluator Comments:

Directions: *Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • D8 provider of visitation since 2008. Bidder met the minimum requirements of this section
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None to be used. Bidder met the minimum requirements of this section
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached. Bidder met the minimum requirements of this section
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • One closed case listed. Bidder met the minimum requirements of this section
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Dun & Bradstreet report not included.
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of this section
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AROOSTOOK MENTAL HEALTH SERVICES, INC.

DATE: 7/26/2020

EVALUATOR NAME: DANIEL DRESSER

EVALUATOR DEPARTMENT: OFFICE OF CHILD & FAMILY SERVICES

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
B. Background Checks (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
C. Referral Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
F. Quality Assurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
I. Training Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
J. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
K. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section
2. Implementation - Work Plan
• Attached. No startup time required. Bidder met the minimum requirements of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 8
BIDDER NAME/ORG: AMHC
DATE: 7/22/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• I – Founded in 1964, AMHC has been in operation for 56 years• I – Private, non-profit• I – Mission statement: To provide integrated healthcare services that maximize an individual's potential to recover and improve their quality of life• I – Vision statement: Improve the well-being of our community• I – Provides emergency mobile response, outpatient counseling, residential treatment, care coordination/case management, medication management, peer support, prevention, sexual assault support and rehab for people with acquired brain injury.• I – Center of Excellence for the Treatment of Substance Abuse – SAMHSA, Maine OSA, and Robert Wood Johnson Foundation• I – Safety net provider with some sliding-scale fees• I – Provides children's services/support programs, including Family Visitation and family therapy• I – Provides children's behavioral health and crisis services• I – Provides services/education to schools, camps, individual families• I – Provides a description of three projects:<ul style="list-style-type: none">○ Family Visit Program, DHHS, since October 2008<ul style="list-style-type: none">▪ Supervised visitation services▪ 356 children and 392 adults served from 7/2015 – 1/2020▪ 8848 visits successfully completed over life of contract▪ Maintained regular meetings and communication with DHHS to review utilization of projected contract hours

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Children’s Behavioral Health Home, since October 2019 <ul style="list-style-type: none"> ▪ MaineCare Section 92 Children’s Behavioral Health Home provider ▪ Provides children’s mental/behavioral health services to 200 children annually ▪ Services include: Care coordination, family support/education/advocacy ▪ Of special focus, AMHC provide navigational support of health care to families with children with complex mental-health needs ▪ Highly collaborative with schools and other community/state institutions on behalf of the family ▪ Speaks to trauma-informed response to children’s behavioral issues ○ Children’s Crisis Stabilization Units, Serving all counties in ME since 2009 <ul style="list-style-type: none"> ▪ Provides 24/7, 365 care in an 8-bed facility in Calais, serving youth (7 – 19) with short-term crisis stabilization and referrals to community resources ▪ Goal is to return families to pre-crisis functioning ▪ Provides individual/group/family counseling ▪ Develops treatment plans for child when they are discharged to homes ▪ Approaches each unique situation based on family circumstances ▪ Has dealt with very challenging cases and specializes in supporting high-needs children with complex health issues and behavioral problems
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – States that no subcontractors will be used
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Current org chart provided • I – Proposed Org chart provided
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – No current/pending litigation and one closed case in past 5 years <ul style="list-style-type: none"> ○ I – Office of Inspector General (Entity), Complaint Type – Employment-related (12/4/2017-7/12/2018 – Employed person paid by fed healthcare program who was excluded from participating in said services),

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 8
BIDDER NAME/ORG: AMHC
DATE: 7/22/2020
EVALUATOR NAME: Wayne Harmon
EVALUATOR DEPARTMENT: DAFS/OIT

Outcome – Settled without admission or concession for the amount of \$17,750.12
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Provided financial audit reports • Q – Did not find a Dun & Bradstreet Report
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided proof of: <ul style="list-style-type: none"> ○ Mental Health Agency licensure (exp. 5/29/2020) ○ Substance Abuse Agency (exp. 5/29/2020)
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided proof of: <ul style="list-style-type: none"> ○ Commercial General Liability (exp. 1/15/2021) ○ Automobile Liability (exp. 1/15/2021) ○ Excess Liability (exp. 1/15/2021) ○ Workers Comp (exp. 5/6/2020) ○ Professional Liability (exp. 1/15/2021)

Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I – Office locations provide wide-geographic coverage for specified area <ul style="list-style-type: none"> ○ Caribou: 43 Hatch Drive, Suite 310, 04736 493-3361 ○ Fort Kent: 104 East Main Street, 04743 834-3186 ○ Houlton: 11 Mill Street, 04730 532-6523 ○ Madawaska: 88 Fox Street, 04756 728-7762

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none"> ○ Presque Isle: One Edgemont Drive, 04769 768-5377 ● I – Office/staff hours cover M-F, 7am-7pm ● I – Offers flexibility in scheduling based on parents' needs ● P – Provides services on weekends and holidays as needed ● I – Acknowledges staffing needs during peak hours (2:30pm – 6:00pm) ● I – Employs full-time, part-time, and per-diem staff to accommodate scheduling fluctuations for 985 units/month
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Describes background check process/procedure and speaks to the RFP requirements
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Describes referral process/procedure and speak to the RFP requirements
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Describes Visitation Services Requirements process/procedure and speak to the RFP requirements ● I – Emphasizes safety/compliance adherence and describes protocols
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Acknowledges/Affirms all IT requirements
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Speaks directly to the RFP requirements for this section
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Speaks directly to the RFP requirements for this section
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I – Speaks directly to the RFP requirements and included resumes for all staff anticipated for this proposal ● I – Provided Job Descriptions and staffing plan for this proposal as required by RFP ● I – Provided Table for outlining staffing plan
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> ● I - Speaks to training requirements and provides training plan (outline of training plan with specific areas provided) along with training description and timeline/frequency
J. Performance Measures (Bidder met the minimum requirements of this section)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/22/2020

EVALUATOR NAME: Wayne Harmon

EVALUATOR DEPARTMENT: DAFS/OIT

<ul style="list-style-type: none">• I – Speaks to performance measure requirements and provides response to each requirement
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Speaks to and affirms compliance with report requirements in RFP
2. Implementation - Work Plan
<ul style="list-style-type: none">• Workplan detailed in table that answers to the specific RFP requirements that shows task, timeline, and responsible person

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201
RFP TITLE: FAMILY VISITATION PROGRAM
DISTRICT #: 8
BIDDER NAME/ORG: AMHC
DATE: 7/25/2020
EVALUATOR NAME: Wendy Karnes
EVALUATOR DEPARTMENT: DHHS -OCFS

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 the RFP and the sections below to review each proposal. Use the P,N,Q,I method.*

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 56 years in operation • Has three projects •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P none
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P didn't use Brad and Dunn
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P not needed for visitation
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 201911201

RFP TITLE: FAMILY VISITATION PROGRAM

DISTRICT #: 8

BIDDER NAME/ORG: AMHC

DATE: 7/25/2020

EVALUATOR NAME: Wendy Karnes

EVALUATOR DEPARTMENT: DHHS -OCFS

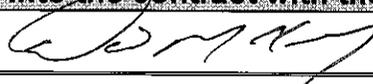
Directions: Follow the sections of the RFP and the sections below to review each proposal. Use the P,N,Q,I method.

Part IV. B. Section II.
1. Services to be Provided
A. Facilities and Staffing Standards (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P currently has contract and staff
B. Background Checks (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
C. Referral Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
D. Visitation Service Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Uses NP model • Has a therapist consultant that works with VSW on assessments and interventions • Some state holidays
E. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
F. Quality Assurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P
G. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
H. Staff Requirements and Qualifications (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
I. Training Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
J. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
K. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
2. Implementation - Work Plan
<ul style="list-style-type: none"> • P currently all in place

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: District 1	Counties: York
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Bidder's Organization Name:		Community Care	
Chief Executive - Name/Title:		David McCluskey/Executive Director	
Tel:	207-945-4240	E-mail:	dmccluskey@comcareme.org
Headquarters Street Address:		40 Summer Street	
Headquarters City/State/Zip:		Bangor, ME 04401	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal Name/Title:		Jody Stevenson Director of Development	
Tel:	207-945-4240	E-mail:	jstevenson@comcareme.org
Headquarters Street Address:		40 Summer Street	
Headquarters City/State/Zip:		Bangor, ME 04401	
Signature of person authorized to enter into the contract with the Department:		Print name of person authorized to enter into the contract with the Department:	
		David McCluskey	

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input checked="" type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

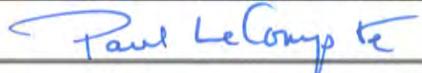
APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Community Care is well suited to deliver all of the service components outlined in the Supervised Visits Request for Proposal. Community Care has been providing supervised visits through our Treatment Foster Care contract with the Department of Health and Human Services for over 25 years. These visits have included both a simple monitoring and recording of occurrences in the visits to a parent teaching approach and supporting visits. Our experience in supervised settings cover families homes, foster homes, office, and community based visit locations. Community Care trains and prepares those supervising visits to appear in court when necessary to testify regarding their observations as well as document in such a manner that was approved by DHHS. Community Care has many years experience providing support and teaching to parents using parenting curriculum models. Community Care currently maintains office space in this district and will within the district granted this award. Community Care has 5 years experience in making use of the Relias Training system to aid in preparing our employees for their work. Community Care has extensive knowledge of the State's MACWIS system for recording services delivered when providing services under contract.

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 1	Counties: York
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Bidder's Organization Name:	Home Counselors Inc.		
Chief Executive - Name/Title:	Paul Le Compte, Executive Director		
Tel:	207-596-0359	E-mail:	plcmpt@midcoast.com
Headquarters Street Address:	375 Main Street		
Headquarters City/State/Zip:	Rockland, ME 04841		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	Paul Le Compte		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input checked="" type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Home Counselors Inc. (HCI) is a 501 (c) (3) private non-profit corporation with a significant history of delivering child welfare & behavioral health services to families and their children in mid-coast, central, & southern Maine. HCI provides an array of child centered, family focused services to young people and their families and offers learning opportunities to prepare professionals to deliver effective child centered services. Guided by the premise that strong families are essential to the healthy development of their children and the community at large, HCI offers the following:

- Court-ordered and DHHS sponsored Supportive Family Visitation (since 2002);
- Home Based family preservation and reunification (since 1985);
- Parent*Works*, a parent education class for divorcing and separating parents (since 2012);
- Out-patient step-down services (since 2009);
- Internships and practicum focused on family stabilization for undergraduate and graduate students in social work (since 1988); and,
- Targeted Case Management services for children's behavioral health (since 2012).

As a current provider of Family Visitation Services throughout 11 Maine counties, this proposal will continue to focus on a partnership with the Department that will stress common values and goals by drawing upon the unique characteristics and strengths of HCI to assure delivery of the best services possible.

Children who are taken into state custody have a right to see their parents and other family members with court approval. Toward this goal, HCI currently provides facilitated or monitored family visitation between children in the custody of DHHS and their families. Visits are arranged at HCI visitation sites, in the community, or in the family home consistent with court orders or DHHS specifications.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 2	Counties: Cumberland & Sagadahoc
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Bidder's Organization Name:		Home Counselors Inc.	
Chief Executive - Name/Title:		Paul Le Compte, Executive Director	
Tel:	207-596-0359	E-mail:	plcmpt@midcoast.com
Headquarters Street Address:		375 Main Street	
Headquarters City/State/Zip:		Rockland, ME 04841	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
Signature of person authorized to enter into the contract with the Department:		Print name of person authorized to enter into the contract with the Department:	
		Paul Le Compte	

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input checked="" type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Home Counselors Inc. (HCI) is a 501 (c) (3) private non-profit corporation with a significant history of delivering child welfare & behavioral health services to families and their children in mid-coast, central, & southern Maine. HCI provides an array of child centered, family focused services to young people and their families and offers learning opportunities to prepare professionals to deliver effective child centered services. Guided by the premise that strong families are essential to the healthy development of their children and the community at large, HCI offers the following:

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- Parent*Works*, a parent education class for divorcing and separating parents (since 2012);
- Out-patient step-down services (since 2009);
- Internships and practicum focused on family stabilization for undergraduate and graduate students in social work (since 1988); and,
- Targeted Case Management services for children's behavioral health (since 2012).

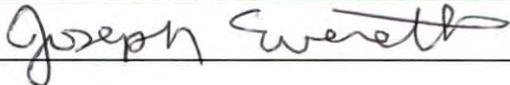
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APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 2	Counties: Cumberland & Sagadahoc
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Bidder's Organization Name:	The Opportunity Alliance		
Chief Executive - Name/Title:	Joseph Everett		
Tel: 207-523-5055	E-mail:	Joe.everett@opportunityalliance.org	
Headquarters Street Address:	50 Lydia Lane		
Headquarters City/State/Zip:	South Portland, ME 04106		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Louise Marsden, VP of Programs		
Tel: 207-553-5823	E-mail:	Louise.marsden@opportunityalliance.org	
Headquarters Street Address:	50 Lydia Lane		
Headquarters City/State/Zip:	South Portland, ME 04106		
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	Joseph Everett, President and CEO		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input checked="" type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

The Opportunity Alliance (TOA) is a dynamic, results-focused Community Action Agency working to improve the lives of over 20,000 individuals facing barriers. For over 50 years, The Opportunity Alliance has provided advocacy and support for individuals and families, including crisis intervention and prevention, substance use and co-occurring disorder treatment, information and referral, and place-based community programming that strengthens neighborhoods. Through an extensive array of services, TOA provides opportunities for individuals to stabilize fragile situations and then works with them to achieve self-sufficiency. Our work, at every level of the organization is trauma informed.

TOA has recently been re-accredited by the Council on Accreditation through a process involving a detailed review of analysis of our organization's administration, management, and service delivery functions against international standards of best practice. The standards driving accreditation ensure that services are well-coordinated, culturally competent, evidence-based, outcomes-oriented, and provided by a skilled and supported workforce.

TOA has a robust Early Childhood Division with a cadre of supportive programs to wrap around parents and their children during difficult times. We are the Child Abuse and Neglect Council for Cumberland County (Families Together CAN Council), and we were just conditionally awarded the Woman's Case Management and Parent Education Services RFP.

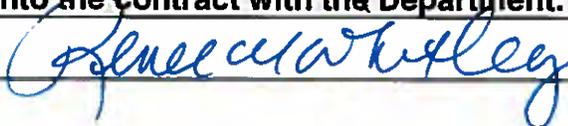
We believe our years of experience serving children and families who are experiencing the highest levels of stress, including child protective involvement, makes us uniquely qualified to deliver this work with the department. TOA co-founded Community Partnerships for Protecting Children in Maine with DHHS-OCFS, including the development and continued administration of the Parents as Partners program that provides peer support for parents experiencing child protective services. In addition to providing direct support for parents, TOA Parent Partners also serve on statewide advisory councils, and provide training to every new child protective caseworker in Maine.

Most significantly, from 2010 to 2014, TOA administered the District 1- York County Supported Visitation contract. We collaborated with OCFS to integrate our parent coaching program into that service to promote parenting skill development during supervised visits. During the four-year contract period, 80% of the parents served in TOA's Supported Visitation Program demonstrated behavioral improvements in parenting skills in the target areas identified in their individualized family plan.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 3	Counties: Franklin, Androscoggin, Oxford
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Bidder's Organization Name:		Franklin County Children's Task Force	
Chief Executive - Name/Title:		Renee Whitley	
Tel:	207-778-6960	E-mail:	rwhitley@fcctf.org
Headquarters Street Address:		113 Church St	
Headquarters City/State/Zip:		Farmington, Maine	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Renee Whitley	
Tel:	207-778-6960	E-mail:	rwhitley@fcctf.org
Headquarters Street Address:		113 Church St	
Headquarters City/State/Zip:		Farmington, Maine 04938	
Signature of person authorized to enter into the contract with the Department:		Print name of person authorized to enter into the contract with the Department:	
		Renee Whitley	

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input checked="" type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

The Franklin County Children's Task Force (FCCTF) has been providing supervised visitation services in Greater Franklin County for 12 years for families referred through the family courts and DA offices. The Executive Director has been trained through the nationally recognized Supervised Visitation Network and has implemented the needed security in the Franklin County space. Additionally, all staff at the FCCTF has undergone extensive training as the counties' Child Abuse and Neglect Prevention Agency and Maine Families home visiting site in regards to trauma informed service delivery. The FCCTF has a 42 year history of managing state and federal contracts and providing programs that strengthen families while providing evidence informed best practices in the way of education and family support.

The FCCTF provides a continuum of care for families of children in Franklin County with 21st Century After School programming as well as parent education, home visitation and prenatal support. Other services include a free diaper and clothing depot which helps families with the essentials to be prepared for baby safely. The FCCTF is a highly respected agency with a minimum B.S. level staff providing services and education. The experience of the staff for this project comes from the social work, child protective, community health and education sectors.

The FCCTF is part of many district wide networks with neighboring counties' agencies who partner regularly to ensure provision of services is seamless and uninterrupted. The FCCTF is able and willing to secure needed space in other counties to provide these services at their inception.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 3	Counties: Androscoggin, Franklin & Oxford
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Bidder's Organization Name:	Home Counselors Inc.		
Chief Executive - Name/Title:	Paul Le Compte, Executive Director		
Tel:	207-596-0359	E-mail:	plcmpt@midcoast.com
Headquarters Street Address:	375 Main Street		
Headquarters City/State/Zip:	Rockland, ME 04841		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	Paul Le Compte		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input checked="" type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Home Counselors Inc. (HCI) is a 501 (c) (3) private non-profit corporation with a significant history of delivering child welfare & behavioral health services to families and their children in mid-coast, central, & southern Maine. HCI provides an array of child centered, family focused services to young people and their families and offers learning opportunities to prepare professionals to deliver effective child centered services. Guided by the premise that strong families are essential to the healthy development of their children and the community at large, HCI offers the following:

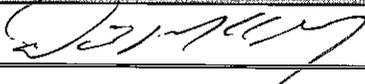
- Court-ordered and DHHS sponsored Supportive Family Visitation (since 2002);
- Home Based family preservation and reunification (since 1985);
- Parent*Works*, a parent education class for divorcing and separating parents (since 2012);
- Out-patient step-down services (since 2009);
- Internships and practicum focused on family stabilization for undergraduate and graduate students in social work (since 1988); and,
- Targeted Case Management services for children's behavioral health (since 2012).

As a current provider of Family Visitation Services throughout 11 Maine counties, this proposal will continue to focus on a partnership with the Department that will stress common values and goals by drawing upon the unique characteristics and strengths of HCI to assure delivery of the best services possible.

Children who are taken into state custody have a right to see their parents and other family members with court approval. Toward this goal, HCI currently provides facilitated or monitored family visitation between children in the custody of DHHS and their families. Visits are arranged at HCI visitation sites, in the community, or in the family home consistent with court orders or DHHS specifications.

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: District 5	Counties: Somerset and Kennebec
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Bidder's Organization Name:	Community Care		
Chief Executive - Name/Title:	David McCluskey/Executive Director		
Tel:	207-945-4240	E-mail:	dmcccluskey@comcareme.org
Headquarters Street Address:	40 Summer Street		
Headquarters City/State/Zip:	Bangor, ME 04401		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal Name/Title:	Jody Stevenson Director of Development		
Tel:	207-945-4240	E-mail:	jstevenson@comcareme.org
Headquarters Street Address:	40 Summer Street		
Headquarters City/State/Zip:	Bangor, ME 04401		
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	David McCluskey		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input checked="" type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

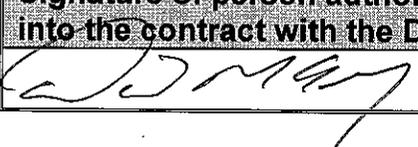
Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Community Care is well suited to deliver all of the service components outlined in the Supervised Visits Request for Proposal. Community Care has been providing supervised visits through our Treatment Foster Care contract with the Department of Health and Human Services for over 25 years. These visits have included both a simple monitoring and recording of occurrences in the visits to a parent teaching approach and supporting visits. Our experience in supervised settings cover families homes, foster homes, office, and community based visit locations. Community Care trains and prepares those supervising visits to appear in court when necessary to testify regarding their observations as well as document in such a manner that was approved by DHHS. Community Care has many years experience providing support and teaching to parents using parenting curriculum models. Community Care currently maintains office space in this district and will within the district granted this award. Community Care has 5 years experience in making use of the Relias Training system to aid in preparing our employees for their work. Community Care has extensive knowledge of the State's MACWIS system for recording services delivered when providing services under contract.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: District 6	Counties: Penobscot and Piscataquis
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Bidder's Organization Name:		Community Care	
Chief Executive - Name/Title:		David McCluskey/Executive Director	
Tel:	207-945-4240	E-mail:	dmccluskey@comcareme.org
Headquarters Street Address:		40 Summer Street	
Headquarters City/State/Zip:		Bangor, ME 04401	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal Name/Title:		Jody Stevenson Director of Development	
Tel:	207-945-4240	E-mail:	jstevenson@comcareme.org
Headquarters Street Address:		40 Summer Street	
Headquarters City/State/Zip:		Bangor, ME 04401	
Signature of person authorized to enter into the contract with the Department:		Print name of person authorized to enter into the contract with the Department:	
		David McCluskey	

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input checked="" type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Community Care is well suited to deliver all of the service components outlined in the Supervised Visits Request for Proposal. Community Care has been providing supervised visits through our Treatment Foster Care contract with the Department of Health and Human Services for over 25 years. These visits have included both a simple monitoring and recording of occurrences in the visits to a parent teaching approach and supporting visits. Our experience in supervised settings cover families homes, foster homes, office, and community based visit locations. Community Care trains and prepares those supervising visits to appear in court when necessary to testify regarding their observations as well as document in such a manner that was approved by DHHS. Community Care has many years experience providing support and teaching to parents using parenting curriculum models. Community Care currently maintains office space in this district and will within the district granted this award. Community Care has 5 years experience in making use of the Relias Training system to aid in preparing our employees for their work. Community Care has extensive knowledge of the State's MACWIS system for recording services delivered when providing services under contract.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 6	Counties: Penobscot & Piscataquis
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Bidder's Organization Name:		Penquis C.A.P., Inc.	
Chief Executive - Name/Title:		Kara Hay, Chief Executive Officer	
Tel:	(207) 973-3643	E-mail:	khay@penquis.org
Headquarters Street Address:		262 Harlow Street	
Headquarters City/State/Zip:		Bangor, ME 04401-4952	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Tamar Mathieu, Director of Family Enrichment Services	
Tel:	(207) 973-3595	E-mail:	tmathieu@penquis.org
Headquarters Street Address:		262 Harlow Street	
Headquarters City/State/Zip:		Bangor, ME 04401-4952	
Signature of person authorized to enter into the contract with the Department:		Print name of person authorized to enter into the contract with the Department:	
		Kara Hay	

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input checked="" type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

Penquis is a nonprofit community action agency and licensed mental health agency dedicated to helping families be safe, healthy, connected, and financially secure. It has over 50 years of experience providing services to children and families.

Experience: Penquis has been providing Family Visitation services since 2015 as a subgrantee of Aroostook Mental Health Center. In the past five years, the Penquis Family Visit program has served more than 530 families and has had less than five critical incidents. Last year, 5,902 visits were scheduled, totaling 9,097 hours of family time. Fewer than 5 of those visits were terminated. Staff are in contact with more than 100 family members daily.

In 2019, Penquis was chosen by Maine DHHS to pilot Visit Coaching and Assessment Services, allowing families the opportunity, when appropriate and safe, to have visits in their home immediately after removal of the children rather than graduating to home visits later in the reunification process. Penquis "Family Time Coaching" staff are trained in the Marty Beyer Visit Coaching Model that supports parents to set and to meet specific goals around recognizing and supporting their children's needs. The program continues to be piloted, so there are no long-term outcomes to report to date. As of September 2019, of the 25 families closed, 8 reunified through either trial home placement or full custody to the parents, and an additional 2 transitioned to unsupervised visits.

As a DHHS subcontractor under a US Department of Justice grant, Penquis provided supervised visitation and safe exchange services in Piscataquis County for five years (2012-2017). It is one of five core partners that worked collaboratively to plan and implement the "safe havens" program for Piscataquis County and ensure the program met rigorous federal standards for safety and quality.

For more than 30 years, the Penquis Child Abuse and Neglect Prevention Council has offered evidence-based parent education and support programs—including Nurturing Parenting Program, Boot Camp for New Dads, and Parents As Teachers—to families involved in Child Protective Services, teens, incarcerated parents, and the general public.

The Penquis Children's Advocacy Center, open since December 2016, uses a multi-disciplinary team to respond to reports of child sexual abuse. Through the use of forensic interviewing and family support services, the Penquis CAC reduces potential trauma for children and their families and supports the healing process.

The Maine Families Home Visiting program, provided to families that are expecting or that have a newborn at home, has been offered since 2000. Maine Families has maintained Blue Ribbon status by meeting all the essential requirements of the evidenced-based Parents Are Teachers model.

Qualifications: Penquis has staff trained in intervention techniques and assessing parenting safety and parental readiness. Family Visit staff use the SAMHSA NREPP evidence-based Nurturing Parenting Program and are trained in trauma-sensitive practices, Touchpoints, and the dynamics of domestic and sexual violence. Other Penquis programs—Head Start/Child Care, Maine Families, Law Project, Transportation, Case Management—also serve children and families involved in the child welfare system and provide wraparound services that support positive outcomes.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 7	Counties: Washington/Hancock
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Bidder's Organization Name:	Aroostook Mental Health Services, Inc.		
Chief Executive - Name/Title:	Ellen Bemis, CEO		
Tel:	207-498-6431	E-mail:	ebemis@amhc.org
Headquarters Street Address:	43 Hatch Drive, Suite 210		
Headquarters City/State/Zip:	Caribou, ME 04736		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Debra Jacques, Director of Marketing and Development		
Tel:	207-532-6523	E-mail:	djacques@amhc.org
Headquarters Street Address:	11 Mill Street		
Headquarters City/State/Zip:	Houlton, ME 04730		
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	Ellen Bemis		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input checked="" type="checkbox"/>	District 7	Washington
		Hancock
<input type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

AMHC is a behavioral health system provider, whose services encompass mental health, substance use, crisis and sexual assault services for all ages and income levels across its service area, encompassing Aroostook, Hancock and Washington Counties. AMHC is a safety-net provider and many AMHC services are provided on a sliding fee scale to individuals and families who are primarily eligible for entitlement services and to those who are uninsured, underinsured, or medically underserved. AMHC has been the supportive visitation provider for Aroostook, Washington and Hancock counties since 2008. In addition to supportive visitation, AMHC provides an array of children's services and support programs including outpatient mental health and family therapy; children's behavioral health home (BHH) services – a case management program offering parent peer recovery services and medical overview to coordinate care; therapeutic foster care; children's crisis, residential and day treatment services; student assistant program (SAP) for schools; youth prevention services through Aroostook Teen Leadership Camp (ATLC); substance use family treatment; Maine Mother's Network – a case management program for substance use cases; and Aroostook Children's Advocacy Center (CAC), a program of AMHC's Sexual Assault Services.

APPENDIX E

State of Maine
Department of Health and Human Services
Office of Child and Family Services
NOTICE OF INTENT
RFP# 201911201
Family Visitation Program

District: 8	Counties: Aroostook
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Bidder's Organization Name:	Aroostook Mental Health Services, Inc.		
Chief Executive - Name/Title:	Ellen Bemis, CEO		
Tel:	207-498-6431	E-mail:	ebemis@amhc.org
Headquarters Street Address:	43 Hatch Drive, Suite 210		
Headquarters City/State/Zip:	Caribou, ME 04736		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Debra Jacques, Director of Marketing and Development		
Tel:	207-532-6523	E-mail:	djacques@amhc.org
Headquarters Street Address:	11 Mill Street		
Headquarters City/State/Zip:	Houlton, ME 04730		
Signature of person authorized to enter into the contract with the Department:	Print name of person authorized to enter into the contract with the Department:		
	Ellen Bemis		

APPENDIX E (continued)

The Department anticipates making multiple awards as a result of this RFP process. Awards will be made based on the below.

PLEASE CHECK THE DISTRICT WHERE SERVICES ARE BEING PROPOSED:

	DISTRICT	COUNTIES
<input type="checkbox"/>	District 1	York
<input type="checkbox"/>	District 2	Cumberland County
		Sagadahoc
<input type="checkbox"/>	District 3	Androscoggin
		Franklin
		Oxford
<input type="checkbox"/>	District 4	Lincoln
		Waldo
		Knox
<input type="checkbox"/>	District 5	Somerset
		Kennebec
<input type="checkbox"/>	District 6	Penobscot
		Piscataquis
<input type="checkbox"/>	District 7	Washington
		Hancock
<input checked="" type="checkbox"/>	District 8	Aroostook

APPENDIX E (continued)

Provide a brief description of the Bidder's experience and ability to perform the work required within the RFP.

AMHC is a behavioral health system provider, whose services encompass mental health, substance use, crisis and sexual assault services for all ages and income levels across its service area, encompassing Aroostook, Hancock and Washington Counties. AMHC is a safety-net provider and many AMHC services are provided on a sliding fee scale to individuals and families who are primarily eligible for entitlement services and to those who are uninsured, underinsured, or medically underserved. AMHC has been the supportive visitation provider for Aroostook, Washington and Hancock counties since 2008. In addition to supportive visitation, AMHC provides an array of children's services and support programs including outpatient mental health and family therapy; children's behavioral health home (BHH) services – a case management program offering parent peer recovery services and medical overview to coordinate care; therapeutic foster care; children's crisis, residential and day treatment services; student assistant program (SAP) for schools; youth prevention services through Aroostook Teen Leadership Camp (ATLC); substance use family treatment; Maine Mother's Network – a case management program for substance use cases; and Aroostook Children's Advocacy Center (CAC), a program of AMHC's Sexual Assault Services.



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201911201
RFP TITLE: Family Visitation Program

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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

DocuSigned by:
Rebecca Bolstridge
0897C239753248F...

7/15/2020

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201911201
RFP TITLE: Family Visitation Program

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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

7/14/2020

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201911201
RFP TITLE: Family Visitation Program

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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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



Signature

7/14/2020

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 201911201
RFP TITLE: Family Visitation Program

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

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

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

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

Wendy J. Karnes _____ 7/14/2020 _____
Signature Date

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

August 31, 2020

Via Electronic Mail: sminzy@midcoast.com

Sarah Minzy
Director of Child & Family Services
Home Counselors, Inc.
375 Main Street
Rockland, ME 04841

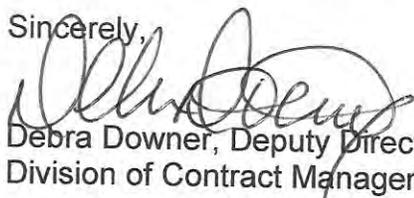
SUBJECT: Notice of Withdrawal of Conditional Contract Award under RFP
#201911201, Family Visitation Program – District 3

Dear Ms. Minzy,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services (Department) for Family Visitation Program services for n District 3. The purpose of this letter is to inform you that the Department is formally withdrawing the conditional contract award for District 3 issued on August 20, 2020. The Department intends to reissue a new RFP for the Family Visitation Program for Districts 3 and 4 in the near future.

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

Sincerely,


Debra Downer, Deputy Director
Division of Contract Management