



STATE OF MAINE
COMMISSION ON INDIGENT LEGAL SERVICES

Janet T. Mills
Governor

John D. Pelletier
Executive Director

AWARD NOTIFICATION LETTER

September 23, 2020

Jamesa J. Drake, Esq.
PO Box 56
Auburn, ME 04212

SUBJECT: Notice of Conditional Contract Award under RFP # 202002038,
Consultant for Implementation of New Lawyer Training Program

Dear Jamesa:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Commission on Indigent Legal Services for a Consultant for Implementation of New Lawyer Training Program. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Jamesa J. Drake

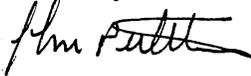
The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,



John D. Pelletier
Executive Director

STATEMENT OF APPEAL RIGHTS

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

From: [Maciag, Eleanor](#)
To: jamesa_drake@hotmail.com; [Jamesa Drake](#)
Cc: [Pelletier, John](#)
Subject: Training Consultant RFP 202002038
Date: Wednesday, September 23, 2020 1:43:00 PM
Attachments: [Award Notification Letter Drake.pdf](#)

Hi Jamesa,

I am pleased to inform you that MCILS decided to issue the attached award letter to you for the above-captioned RFP. The original will follow by regular mail. We'll draft a proposed contract and send it to you for review.

Congratulations!

Ellie

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202002038

RFP TITLE: Consultant for Implementation of New Lawyer Training Program

BIDDER: Jamesa Drake

DATE: July 1 and September 3, 2020

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

Total Points Available: 40 Score: _____

Evaluation Team Comments:

The team was in universal agreement that Ms. Drake has the knowledge and skills to execute her proposal. Past experiences by one team member with trainings Ms. Drake helped organize were all positive.

*** Jamesa Drake was the only bidder to submit a proposal***

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202002038

RFP TITLE: Consultant for Implementation of New Lawyer Training Program

BIDDER: Jamesa Drake

DATE: July 1 and September 3, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: _____

Evaluation Team Comments:

The services to be provided are consistent with the RFP and Ms. Drake has done a thorough job outlining the training content to be covered.

The team has confidence in Ms. Drake's ability to execute her proposal and do an excellent job.

*** Jamesa Drake was the only bidder to submit a proposal***

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202002038

RFP TITLE: Consultant for Implementation of New Lawyer Training Program

BIDDER: Jamesa Drake

DATE: July 1 and September 3, 2020

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

Total Points Available: 25 Score: _____

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

Evaluation Team Comments:

The estimate of hours is rational and the hourly rate is reasonable.

*** Jamesa Drake was the only bidder to submit a proposal***



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AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202002038

RFP TITLE: Consultant for Implementation of New Lawyer Training Program

I, (print name at right) Sarah A. Churchill

accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Indigent Legal 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

7/1/2020

Date



STATE OF MAINE
Maine Commission on Indigent Legal Services

Janet T. Mills
Governor

John D. Pelletier
Executive Director

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202002038

RFP TITLE: Consultant for Implementation of New Lawyer Training Program

I, (print name at right) Joshua Tardy
accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Commission on Indigent Legal 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).

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

Joshua A Tardy
Signature

9-17-20
Date