

State of Maine
RFP / Proposal Master Score Sheet

| SCORESHEET FOR RFP# 202006105 – Working Cars for Working Families | | | | | |
|--|----------------------|---------------------|-----------------------|-----------------------------|-----------------------|
| PROPOSAL SUBMITTED BY: | | Fedcap, Inc. | | Penquis C.A.P., Inc. | |
| COST: | | Cost: | \$6,000,000.00 | Cost: | \$6,000,000.00 |
| EVALUATION ITEM | POINTS AVAIL. | | | | |
| Section I: Organization Qualifications and Experience | 25 | 21.00 | | 18.00 | |
| Section II: Proposed Services | 40 | 33.00 | | 28.00 | |
| Section III: Cost Proposal | 30 | 30.00 | | 30.00 | |
| Budget Narrative | 5 | 4.00 | | 2.00 | |
| TOTAL | <u>100</u> | 88.00 | | 78.00 | |

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# 202006105 Working Cars for Working Families**

I. Summary

Through RFP# 202006105 the Department sought proposals for Working Cars for Working Families. Two (2) Bidders responded to the RFP: Fedcap, Inc. and Penquis C.A.P., Inc. Through the evaluation process, Fedcap, Inc. was 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, Proposed Services, and Budget Narrative. Scores for the Cost Proposal were assigned using a mathematical formula as outlined in the RFP.

III. Qualifications & Experience

- Access to various resources and existing infrastructure.
- Robust statewide client services delivery model.
- Proposes providing a geographically diverse set of subcontractors.

IV. Proposed Services

- Proposes to utilize their existing infrastructure, resources and relationships for the target population to implement the program in a creative and flexible manner.
- Proposes to utilize the currently established FedCapCARES system with some modifications to meet the needs of WC4WF.
- Provided thorough and exemplary expectations within the proposed job descriptions, with a plan for cross training staff.

V. Cost Proposal

Fedcap, Inc. provided a cost of \$6,000,000 and included a comprehensive narrative to support the proposed cost.

VI. Conclusion

The Evaluation Team has determined the proposal submitted by Fedcap, Inc. represents the best value to the State of Maine.

From: [Charette, Thomas](#)
To: spowell@fedcap.org
Cc: [Ray, Liz](#); [Baer, Julian](#); [Charette, Thomas](#)
Subject: Proposal Evaluation Notification for Office for Family Independence RFP# 202006105- FedCap
Date: Thursday, October 1, 2020 1:41:48 PM
Attachments: [AL_RFP_202006105_WC4WF_Fedcap_Inc.doc.pdf](#)

Good afternoon Ms. Powell,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202006105, Working Cars for Working Families.

The attached letter identifies the awarded Bidder selected through the evaluation process.

Thank you.

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

RFP.DHHS@maine.gov

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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)

10/1/2020

Via Electronic Mail: spowell@fedcap.org

Fedcap Inc.
Serena Powell, Executive Director
1685 Congress Street
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202006105, Working Cars for Working Families

Dear Ms. Powell:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office for Family Independence. 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:

- Fedcap Inc

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

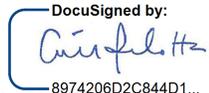
As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

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

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

Sincerely,

DocuSigned by:


8974206D2C844D1...
Anthony Pelotte
Director
Office for Family Independence

From: [Charette, Thomas](#)
To: srichard@penquis.org
Cc: [Charette, Thomas](#)
Subject: Proposal Evaluation Notification for Office for Family Independence RFP# 202006105 - PCAP
Date: Thursday, October 1, 2020 1:41:28 PM
Attachments: [AL_RFP_202006105_WC4WF_Penquis.doc.pdf](#)

Good afternoon Mr. Richard,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202006105, Working Cars for Working Families.

The attached letter identifies the awarded Bidder selected through the evaluation process.

Thank you.

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

RFP.DHHS@maine.gov

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11 State House Station
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Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

10/1/2020

Via Electronic Mail: srichard@penquis.org

Penquis C.A.P., Inc.
Steven Richard
262 Harlow Street
Bangor, ME 04401-4952

SUBJECT: Notice of Conditional Contract Award under RFP #202006105, Working Cars for Working Families

Dear Mr. Richard:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Office for Family Independence. 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:

- Fedcap Inc

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

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

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

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

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

Sincerely,

DocuSigned by:


8974206D2C844D1...
Anthony Pelotte
Director
Office for Family Independence

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105
RFP TITLE: Working Cars for Working Families
BIDDER: Penquis CAP
DATE: 09/21/2020

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.*

DEPARTMENT NAME: Health and Human Services
NAME OF RFP COORDINATOR: Tom Charette
NAMES OF EVALUATORS: Jamie Pruet, Julian Baer, Liz Ray, Shannon Courtois

SUMMARY PAGE

| <u>Pass/Fail Criteria</u> | | |
|---|------------------------|--------------|
| | <u>Pass:</u> | <u>Fail:</u> |
| ◆ All interested parties who have at least two (2) years' experience in coordinating and providing transportation access, are invited to submit bids in response to this RFP. | X | |
| ◆ | | |
| | | |
| | <u>Points Awarded:</u> | |
| <u>Numerical Score:</u> | | |
| Section I. Organization Qualifications and Experience (Max: 25 Points) | 18.00 | |
| Section II. Proposed Services (Max: 40 Points) | 28.00 | |
| Section III: Cost Proposal (Max: 30 Points) | 30.00 | |
| Budget Narrative (Max: 5 Points) | 2.00 | |
| | | |
| TOTAL POINTS (Max: 100 Points) | 78.00 | |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105
RFP TITLE: Working Cars for Working Families
BIDDER: Penquis CAP
DATE: 09/21/2020

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

Total Points Available: 25 Score: 18.00

Evaluation Team Comments:

| |
|--|
| Part IV. B. Section I. Organizational Qualification and Experience |
| 1. Overview of the Organization |
| <ul style="list-style-type: none"> • Has provided previous transportation services with a fleet of vehicles. • Family Development Account experience. • Fleet of 79 vehicles with 21 agency vehicles. • All 3 projects demonstrate coordinating and providing transportation services. • Call center corp of volunteer driver transportation management software. • The Department's experience includes a number of consumer complaints of their Non-Emergency Medical Transportation Services provided in recent years. • 35 years of providing transportation services • Provide services to low-income families. |
| 2. Subcontractors and/or Consultants |
| <ul style="list-style-type: none"> • Proposes significant program administration (as described in the subcontractor descriptions) from subcontractors, multiple being other CAP agencies. This is a concern to the team due to potential lack of oversight and administration leading to inconsistent Statewide services including quality control of the program. |
| 3. Organizational Chart |
| <ul style="list-style-type: none"> • Provided |
| 4. Litigation |
| <ul style="list-style-type: none"> • Indicates none |
| 5. Financial Viability |
| <ul style="list-style-type: none"> • Appear financially viable. |
| 6. Licensure/Certification |
| |
| 7. Certificate of Insurance |
| <ul style="list-style-type: none"> • Provided |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105
RFP TITLE: Working Cars for Working Families
BIDDER: Penquis CAP
DATE: 09/21/2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40 Score: 28.00

Evaluation Team Comments:

| |
|---|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| |
| A. Facility Requirements |
| <ul style="list-style-type: none"> • Proposing Statewide services in each of the 16 counties with the primary office in Bangor. • Proposes multiple avenues of contact including video conferencing, in-person and telephony services. |
| B. General Requirements |
| <ul style="list-style-type: none"> • Lacks detail on how they will design, document and implement a comprehensive plan, and administer and operate the WC4WF. • Proposes reducing the dependence on state resources. • Outcome tracker to be utilized to track all participant data. • Master escrow account with individual account tracking capability. |
| C. Assessment, Eligibility and Monitoring Requirements |
| <ul style="list-style-type: none"> • Did not include a plan for receiving and processing the applications outside of the Department and the ASPIRE vendor receiving applications. • Did not address next steps when participants are no longer eligible. • Referrals to other non-program alternatives and community resources for non-eligible participants. • Propose diverse transportation options. |
| D. Transportation Service Requirements |
| <ul style="list-style-type: none"> • Inappropriately proposed themselves as the third-party eligibility determination. • Provided a thorough response to providing financial literacy, budgeting household income, obligation and planning. • Indicates a heavy reliance on the regional providers to execute the transportation services. |
| E. Vehicle Procurement Requirements |
| <ul style="list-style-type: none"> • Proposes to issue an RFP for the procurement of cars which would allow for a more competitive process. |
| F. Vehicle Premiums, Warranty and Maintenance |
| <ul style="list-style-type: none"> • Does not allow for cash payments, which could be a barrier to participants. • Indicated entering into a MOU with a vehicle repossession company. |
| G. Wait Lists |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER: Penquis CAP

DATE: 09/21/2020

| |
|--|
| <ul style="list-style-type: none"> • Acknowledged |
| H. System Requirements, Data Collection and Reporting |
| <ul style="list-style-type: none"> • Business continuity plan was deficient in actual business continuity methodologies. • Did not provide the resources, methods and/or strategies for the system requirements, data collection and reporting. |
| I. Program Management and Evaluation |
| <ul style="list-style-type: none"> • Acknowledged |
| J. Staffing Requirements |
| <ul style="list-style-type: none"> • Job descriptions seem geared towards the Bidder's current services rather than focused on WC4WF Program. • Job descriptions lack contract management emphasis based on the significant number of subcontractors providing services. • Provided a good training plan. |
| K. Performance Measures |
| <ul style="list-style-type: none"> • Acknowledged |
| L. Reports |
| <ul style="list-style-type: none"> • Acknowledged |
| M. Implementation Work Plan |
| <ul style="list-style-type: none"> • Provided a detailed well organized work plan. • Work plan indicates Bidder is not ready to begin WC4WF services in a timely manner with service delivery delayed. |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER: Penquis CAP

DATE: 09/21/2020

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

Total Points Available: 30

Score: 30.00

| Lowest submitted Cost Proposal | ÷ | Cost Proposal being scored | x | Score Weight | = | Score |
|--------------------------------|---|----------------------------|---|--------------|---|-------|
| \$6,000,000.00 | ÷ | \$6,000,000.00 | x | 30 points | = | 30.00 |

Budget Narrative

Total Points Available: 5

Score: 2

Evaluation Team Comments:

- Overall budget narrative lacked detail.
- Team Concerns:
 - Indicates providing 10K of funding to CAP agencies annually for agency expenses.
 - Indicated providing \$1000 per participant for various milestones, with no detailed explanation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER: Fedcap Inc.

DATE: 09/15/2020

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.*

DEPARTMENT NAME: Health and Human Services

NAME OF RFP COORDINATOR: Tom Charette

NAMES OF EVALUATORS: Jamie Pruet, Julian Baer, Liz Ray, Shannon Courtois

SUMMARY PAGE

| Pass/Fail Criteria | | |
|---|-----------------|-------|
| | Pass: | Fail: |
| ◆ All interested parties who have at least two (2) years' experience in coordinating and providing transportation access, are invited to submit bids in response to this RFP. | X | |
| | | |
| | Points Awarded: | |
| Numerical Score: | | |
| Section I. Organization Qualifications and Experience (Max: 25 Points) | 21.00 | |
| Section II. Proposed Services (Max: 40 Points) | 33.00 | |
| Section III: Cost Proposal (Max: 30 Points) | 30.00 | |
| Budget Narrative (Max: 5 Points) | 4.00 | |
| | | |
| TOTAL POINTS (Max: 100 Points) | 88.00 | |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105
RFP TITLE: Working Cars for Working Families
BIDDER: Fedcap Inc.
DATE: 09/15/2020

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

Total Points Available: 25 Score: 21.00

Evaluation Team Comments:

| |
|---|
| Part IV. B. Section I. Organizational Qualification and Experience |
| 1. Overview of the Organization |
| <ul style="list-style-type: none"> • 3 years' experience in fleet management. • Project 1 does not indicate being done within the past 5 years. • Project 2 does not indicate 2 years experience in coordinating and transportation access. • Indicates access to various resources and existing infrastructure. • Current vendor for the Department's Breaking the Cycle program. • Responsive to Department inquiries. • Reports are submitted timely. • Flexible with department needs. • Does not always dedicate resources to maintain and facilitate data exchange with ACES. • Provides services to low-income families. • Robust statewide client services delivery model. |
| 2. Subcontractors and/or Consultants |
| <ul style="list-style-type: none"> • Proposes providing a geographically diverse set of subcontractors. • Concern that not all proposed subcontractors have been contacted and would be on board to providing these services as a subcontractor. |
| 3. Organizational Chart |
| <ul style="list-style-type: none"> • Automotive technology position appears to be a consultant. • Chart includes a robust technical assistance group. |
| 4. Litigation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Indicates none. |
| 5. Financial Viability |
| <ul style="list-style-type: none"> • Dun & Bradstreet indicates Fedcap Inc. is slow at paying vendors and indicates a high risk for cash flow. • Audited financial statements indicate they are financially viable. |
| 6. Licensure/Certification |
| |
| 7. Certificate of Insurance |
| Provided |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105
RFP TITLE: Working Cars for Working Families
BIDDER: Fedcap Inc.
DATE: 09/15/2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 40 Score: 33.00

Evaluation Team Comments:

| |
|--|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| |
| A. Facility Requirements |
| <ul style="list-style-type: none"> • Proposes 16 existing locations statewide for access to services, with an additional office as their headquarters. • Proposes multiple avenues of contact including zoom, in-person and telephony services. |
| B. General Requirements |
| <ul style="list-style-type: none"> • Lacks detail on how they will design, document and implement a comprehensive plan, and administer and operate the WC4WF. • Proposes to utilize their existing infrastructure, resources and relationships for the target population to implement the program in a creative and flexible manner. |
| C. Assessment, Eligibility and Monitoring Requirements |
| <ul style="list-style-type: none"> • Overall the Bidders response exceeded the Department's expectations for assessment, eligibility, and monitoring, however, relies heavily on the Department (data system) for a portion of the eligibility process. |
| D. Transportation Service Requirements |
| <ul style="list-style-type: none"> • Weak description of rides as only indicates "exploring" options. • Third party review to verify income, such as Experian, does not meet the Department's expectation. • Proposes a thorough workshop list for vehicle ownerships. |
| E. Vehicle Procurement Requirements |
| <ul style="list-style-type: none"> • Provided an availability chart based on conducted research of vehicles available within 100 miles of Augusta, Maine. • Demonstrated access to a consultant with fleet management experience. |
| F. Vehicle Premiums, Warranty and Maintenance |
| <ul style="list-style-type: none"> • Offers many methods of payment options. • Included thorough steps to avoid vehicle returns. • Online portal to be established for Participant online payments provides a convenient resource and would improve program administration and documentation. • Ability to issue premium funds for allowable expenses directly to vendors. |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER: Fedcap Inc.

DATE: 09/15/2020

| |
|---|
| <ul style="list-style-type: none"> Unclear roles and responsibilities between the Department and Bidder for missed premium payments. |
| G. Wait Lists |
| <ul style="list-style-type: none"> Propose multiple methods of client communication for wait list updates. |
| H. System Requirements, Data Collection and Reporting |
| <ul style="list-style-type: none"> Business continuity plan was systemically focused and deficient in the area of actual business continuity methodologies. Proposes to utilize the currently established FedCapCARES system with some modifications to meet the needs of WC4WF. Proposes FedCapCARES will provide a wide range of case management functionality including document creation and storage. Did not acknowledge ability for ad-hoc reporting. Did not specifically indicate meeting all the State's OIT requirements in the required form outlined in the RFP. |
| I. Program Management and Evaluation |
| <ul style="list-style-type: none"> Did not acknowledge any changes to the WC4WF program would receive prior approval by the Department. |
| J. Staffing Requirements |
| <ul style="list-style-type: none"> Provided thorough and exemplary expectations within the job descriptions. Provided multiple resumes. Proposes cross training of staff. |
| K. Performance Measures |
| <ul style="list-style-type: none"> Acknowledged |
| L. Reports |
| <ul style="list-style-type: none"> Acknowledged |
| M. Implementation Work Plan |
| <ul style="list-style-type: none"> Provided a detailed well organized work plan. Concerns work plan may be unrealistic. |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER: Fedcap Inc.

DATE: 09/15/2020

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

Total Points Available: 30

Score: 30.00

| Lowest submitted Cost Proposal | ÷ | Cost Proposal being scored | x | Score Weight | = | Score |
|--------------------------------|---|----------------------------|---|--------------|---|-------|
| \$6,000,000.00 | ÷ | \$6,000,000.00 | x | 30 points | = | 30.00 |

Budget Narrative

Total Points Available: 5

Score: 4

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none"> • Provided a comprehensive narrative. • Proposed technology costs are based on utilization of the Department ACES system. |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: FedCap Inc

DATE: 09/13/2020

EVALUATOR NAME: Shannon Courtois

EVALUATOR DEPARTMENT: Department of Health & Human Services - CO

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 Facilitator 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 – Current provider of BTC program • Q – Serving Maine Participants 3 or 4 years? Pg 6 part b says 4, part c says 3 • P – 3 years experience with fleet maintenance • N – Part d, lists Maine as example of receiving and disbursing funds. Participant supports for BTC are approved by FedCap and disbursed by Maine on behalf of participant. • Project 1 – Relevant, Demonstrates fleet management/secure storage of vehicle experience • Project 2 – Does not demonstrate experience in coordinating and providing transportation access. <ul style="list-style-type: none"> - Demonstrates receipt and disbursement of funds & audit strategy • Project 3 – Since 1877? – Demonstrates experience with working with low-income families and unique transportation challenges and needs |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • 32 Driver Education vendors • 1 Shuttle/Van Service Vendor • 3 Consumer credit reporting agencies • 1 Vehicle & License related records • 4 Insurance Companies • 29 Vehicle repair & maintenance • 10 Vehicle sales |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: FedCap Inc

DATE: 09/13/2020

EVALUATOR NAME: Shannon Courtois

EVALUATOR DEPARTMENT: Department of Health & Human Services - CO

| |
|---|
| 3. Organizational Chart (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> Indicates position filled by outside consultant. Unclear if this was included in list of sub-contracts |
| 4. Litigation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> States none Notes in consolidated financial statements found on-line for 16/17 states they are engaged in various lawsuits |
| 5. Financial Viability (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> Slow at paying vendors – Potential risk with the use of so many sub-contractors and providing services sought |
| 6. Licensure/Certification (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> Licensed to do business in Maine |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> Provided – Expires 9/30/2020 |

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. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> P- 16 facilities from Sanford to Fort Kent (Opportunity Centers), w/ 1 administration office P – Expedite access to services |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> I - Focused on the needs of just BTC participants I - “Variety of ways to procure vehicles” – No details provided P – Use of Facebook, Instagram, and LinkedIn N – Does not acknowledge receipt of credential as eligibility criteria (last criteria listed in rule) |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: FedCap Inc

DATE: 09/13/2020

EVALUATOR NAME: Shannon Courtois

EVALUATOR DEPARTMENT: Department of Health & Human Services - CO

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|--|
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Use of existing FedCapCARES system • I – Transportation service option determined by Transportation Specialist and approved by Program Director • I – Assumption is made the WC4WF participants will be in ACES |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – transportation support provided to commute to driver’s education • Q – Department has approved proposed Driver Ed facilities? |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Limited contacts with dealerships (Toyota 2 of 4 dealerships) • Q – Reference made to “Purchasing Vendor” – Is this a sub-contract to purchase vehicles or vendor vehicles are purchased from? |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Mail, In person, ACH/Direct Deposit – Exploring using banks for payment acceptance options • P – Online portal being established, integrated with FedCapCARES– For online payments, in addition to electronic options for other participation requirements • I – Validation Clerk enters all payment verification documentation to FedCapCARES, Monitored by ES and VC through weekly reports • I - Premium payments issued directly to vendor • I – Overpayments established for missed premium payments – Not clear on who will administer this function. • I – Use of Good Cause or Hardship • I – Responsibility if vehicle not returned within 73 hours appears to shift to Department as overpayment/IPV establishment |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Reassess participants who have been on wait list for 90 days. May contact participant at 60 days to discuss other transportation options. |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – BCP included • N – Does not address ad-hoc reporting |

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|---|
| <ul style="list-style-type: none"> • P – FedCapCARES – established case management system for data tracking, reporting, document management, and task management. • I – Does not acknowledge encryption of data, that I could see. • P – Participants will have access to other services not required by WC4WF program, such as Resume Creation and Opportunity Matching • P – Client portal to launch July, 2021 • I – Diagram provided |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Did not acknowledge needing approval to change program, but rather, acknowledged requesting approval to change reporting, communication, or timeline. |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Does not include sub-contractor interaction with agency • I- Validation Clerk received income and pays bills – Should there be a separation of duties? • Q – Automotive Technology Consultant – job description included for unnamed sub-contract, Resume included as sample for employee of FedCap |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – 3rd Party Data source listed for some performance measures. Does not say who will provide or in what format |
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Acknowledged in bid |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Provided in bid |

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Fedcap inc.

DATE: 9/9/20

EVALUATOR NAME: Liz Ray

EVALUATOR DEPARTMENT: DHHS / OFI

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 Facilitator 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.*

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| 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 • I – page 6 number 4 is very interesting. 3 yrs of experience in fleet mgmt and dispatching services for EPA. The other pieces in this section state “providing access to transportation” which means providing metro cards in the NYC examples. • I do wish the examples of services provided/experience included performance measures or outcomes in regard to success rate. They are impressive, related examples, but number of clients in the program doesn't indicate how successful the work/service is. |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • DRIVER's ED: • N – 10.5 pages of driver ed subs listed across the state as if pulled from a Google search. • Contact names are first names on some as if no contact has been made prior to bid submission. • SHUTTLE – N – one sub in Auburn • INSURANCE – P • REPAIRS – OK • CAR SALES – OK |

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| 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"> • Q – appears to be financial documents listing Fedcap Rehab Services Inc. and Subsidiaries. Prior documentation says no litigation for Fedcap inc. and page 67 of this section states that Fedcap is engaged in various lawsuits. I’m confused by this overall company organization/liabilities, etc. Later documents show the Parent Group Fedcap Group, with no litigation, etc. • Q – risk of revolving loan? (In past year documents) • N – Dun and Bradstreet report Page 146 has a couple of risks documented. |
| 6. Licensure/Certification (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK – up to date |

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| |
|---|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| |
| A. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – will use existing infrastructure (16 regional offices and 1 Admin office) |

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| <p>B. General Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • P – will use existing partners in the communities served statewide • Will offer remote access for services – ZOOM and telephone options • Will use existing computer system • Implement work groups • Lyft and UBER accts • Proposes using existing website for screening, outreach, etc. • P- Translation and interpreter options |
| <p>C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • N – although bidder wouldn't know the Dept's desire is not to integrate into ACES. • P – thorough details on the ETA proposal – eligibility process • P- existing system for monitoring requirements and use of a participant satisfaction survey |
| <p>D. Transportation Service Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • OK – van and shuttle services and ride share is a little weak. “Exploring” • Q- third party review? • P – thorough workshop list |
| <p>E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • P – statewide coverage for list of car vendors • Linkage to NYC fleet mgmt with purchasing |
| <p>F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • P – many payment options – methods • P – thorough steps to avoid vehicle return |
| <p>G. Wait Lists (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> • P – phone, email and text options for communication on wait list updates |

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|--|
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – system already standing – details in this section are thorough • Daily data availability/runs • Ability for noticing • Full suite of functionality in FedcapCARES system |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – impressive background of current leadership • Thorough and exemplary expectations in the job descriptions • Maybe overstaffed – 11 FTE’s • Q – is auto tech consultant going to be in Maine? • Q – seems staff heavy – since this is TANF funding should we follow 15% admin funding protocol? • P – comprehensive training plan for staff • P – all staff are cross training – ensures flexibility and consistent experience for clients • P – like the incorporation of partner/subcontractor training on program and confidentiality, etc. |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK |
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • OK – not a P as seems unrealistically aggressive. As outlined this requires a lot of work on the vendor’s part prior to any award notice being issued. |

General reviewer notes: Didn't see a lot of detail on how premium payments from clients would be managed and incorporated into the contractor's financial plan. Maybe in the budget pieces?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Fedcap, Inc.

DATE: 09/12/2020

EVALUATOR NAME: Julian Baer

EVALUATOR DEPARTMENT: DHHS/OFI

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 Facilitator 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 – Large organization with resources. • P – Fedcap did research regarding commute times and weather. • I – Workshops. • P – Previous experience with target population. • P – Previous experience with fleet management and transportation access. • N – Financial Audits – 10 percent MOE. |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Geographically diverse. |
| 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"> • |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |

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INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Working Cars for Working Families

BIDDER NAME: Fedcap, Inc.

DATE: 09/12/2020

EVALUATOR NAME: Julian Baer

EVALUATOR DEPARTMENT: DHHS/OFI

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| |
|--|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| |
| A. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Existing statewide infrastructure. |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Existing relationships and contact (for WCWF info distribution) with much of the target population. • P – Can reduce redundancy for participants. • P – Existing case management software that interfaces with OFI systems. • P – Looking to reduce vehicle and other transportation procurement costs. • P – Looking for creative and sustainable methods (church groups, shuttles), not just vehicles. • P – Recognizing not one-size-fits-all. |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – Initial application and eligibility depends too much on the Department. • P – Other than the above comment, a detailed and well-thought out process. |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Q – Who pays for the Department background check? (page 187) |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Good research on availability. |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Multiple communication methods. |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Fedcap CARES. |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |

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EVALUATOR DEPARTMENT: DHHS/OFI

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|---|
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| • Q – Where will they get the frontline staff? |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| • Q – Third Party Data Source? |
| L. Reports (Bidder met the minimum requirements of this section) |
| • |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| • P – Well organized and detailed. |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Fedcap

DATE: 09/08/2020

EVALUATOR NAME: Jamie Pruet

EVALUATOR DEPARTMENT: DHHS/OFI

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| |
|--|
| 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"> • N – didn't see in project #1 where they met the requirement of them supplying the service in the past 5 years. • N – Project #3 is more in alignment with working with low income families than focusing on the specific scope of services as outlined. |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – didn't really speak to capacity in any of these sections, assuming that capacity in this instance indicates the ability to take on and timely provide services to clients engaging in this program. |
| 3. Organizational Chart (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – for reference starts on pg. 42; • N- doesn't call out the Project Lead. |
| 4. Litigation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P - non |
| 5. Financial Viability (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – 2016-2017, 2017-2018, 2018-2019 and Dun and Bradstreet report. |
| 6. Licensure/Certification (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – starts on pg. 163 |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |

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RFP TITLE: Working Cars for Working Families

BIDDER NAME: Fedcap

DATE: 09/08/2020

EVALUATOR NAME: Jamie Pruett

EVALUATOR DEPARTMENT: DHHS/OFI

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| |
|--|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| A. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N- did not specifically see where the bidder spoke about “Include an explanation of how Participants will have access to services” outside of potentially implementing ZOOM or telephonic discussions during the pandemic. |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • B.1.a: N – doesn’t discuss how they will do this very well, uses words like “leverage” and “integrate” for the following requirement; “Creatively and efficiently use program resources to remove work-related transportation barriers for Participants.” This doesn’t seem comprehensive. • B.1.b: N- Doesn’t explain how this provides both long and short term options. • B (all): N – did not provide the following: Design, document, and implement a detailed and comprehensive plan. • B.2 – N: doesn’t speak to how, do they need data feeds from us on who is potentially eligible? • B.2.b – N: indicates a tool to perform, but doesn’t provide the tool name. Does it still need to be developed? • B.2.d – Q – How monitoring the AA population? |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Q – referrals from the Department? Department is only pre-screening based on program eligibility correct? • C.1.a – Q: don’t we want them to administer? Do we want staff such as Regional Planners dedicated to this? • C.1.b – N: meeting to determine only? What about a systemic methodology? |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |

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| <ul style="list-style-type: none"> • D.1.c – Q misunderstood the eligibility determination requirement and is having a Third Party Review just the vehicle’s eligibility? |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – 43% of Maine’s roads are poor. Shows additional research. |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Q – do we want the process to be IPV’s? |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Business Continuity - Not discussed the dependency on the Department in this area. |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I.b – Q: Traineron? |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – Grant and Serena only named, but likely cannot fully commit to this, basically saying they will ensure, but don’t have current plans/resources. • N – Provided job specs only? |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – provided more details that seem to have been missing in subsequent sections such as staff resumes outside of Grant/Serena. |

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RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis CAP

DATE: 9/13/2020

EVALUATOR NAME: Shannon Courtois

EVALUATOR DEPARTMENT: Department of Health & Human Services - CO

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| 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 – Largest CAP agency • I – 4 regional offices, 38 total service locations • P – Receiver of many awards, including one for transportation. • I – Current provider for other services with DHHS, including transportation services • P – Call center, Corp of volunteer drivers, transportation management software • P – Maintains fleet of 79 vehicles, including 21 agency vehicles • P - Experience in preparing people for vehicle ownership through FDA program • P – Staff certified in Financial Capability through NeighborWorks America • I – All 3 projects demonstrate coordinating and providing transportation services |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – 10 proposed – Other CAP agencies, mostly |
| 3. Organizational Chart (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I - Included |
| 4. Litigation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – included - None |
| 5. Financial Viability (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Included – Financially viable |
| 6. Licensure/Certification (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I - None required |

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EVALUATOR DEPARTMENT: Department of Health & Human Services - CO

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| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Included – Expires 1/1/21 |

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|--|
| Part IV. B. Section II. |
| 1. Services to be Provided |
| |
| A. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Headquarters in Bangor, Statewide services • I – Other community locations, as arranged |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Propose RFP for vehicle procurement • I – MOU for repossession services • I – Service to begin in month 7 • I – Outcome Tracker to be used to track participant data • I – Master escrow account with individual account tracking capability |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Applications submitted at DHHS Regional offices or Statewide ASPIRE offices • I – Non-program alternatives considered with TPA development • I – Provided sample of participant survey |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I - 35 years of experience in providing transportation services • I – Process in place for cancellation due to weather • I – Acknowledges down payment rules |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |

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|--|
| <ul style="list-style-type: none"> • P – RFP to be issued to result in list of approved sellers to provide bids when vehicles are needed |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Payments accepted by all means • I – Statements available upon request to DHHS • I – Request form and documentation needed for disbursements • I – Program manager enters payments into Outcome Tracker |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Will set date to reassess after 60 days |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – BCP Included • I – Provided table to affirm compliance |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Revenue to subcontractors depends on participants and outcomes |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Provided in attachments |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Acknowledged in bid |
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Acknowledged in bid |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • I – Provided in bid |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis C.A.P. Inc.

DATE: 9/14/20

EVALUATOR NAME: Liz Ray

EVALUATOR DEPARTMENT: DHHS / OFI

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 Facilitator 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 – family centered approach – whole family – two gen model for service delivery. • P - Experience with vehicle purchases for low income families through FDA contract – as administrator. • P- 35 years of providing transportation services • P – existing call center |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P - Robust list of subcontractors for transportation services – suspect this will require significant coordination efforts and aggressive sub monitoring • Q - Looking for vehicle purchase assistance (I guess it's covered with FDA experience?) and driving instruction • N- Community Concepts and Downeast – weak – didn't demonstrate related experience and/or details • N- one or two of the subs list their own method of referrals to this program and varying ways to integrate in the subs other programming • Q - not sure what TOA is going to provide that is required under this RFP. Coaching? |
| 3. Organizational Chart (Bidder met the minimum requirements of this section) |
| Okay |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis C.A.P. Inc.

DATE: 9/14/20

EVALUATOR NAME: Liz Ray

EVALUATOR DEPARTMENT: DHHS / OFI

| |
|--|
| 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"> • Okay to me. Nothing jumped out as a risk/problem |
| 6. Licensure/Certification (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay |

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. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – statewide coverage |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • 6 month start up • P – many years of experience serving low income families / asset building and preparation services / transportation related services |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – lots of service options including Uber, Lyft, taxis, etc. The rest is okay. |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Rides require a 24 hour advance notice. We wanted an “on demand” option also. This piece of the proposal seems inflexible based on current service model of this vendor. Unless that is the Uber/Lyft option? (Page 16) re is there already. |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis C.A.P. Inc.

DATE: 9/14/20

EVALUATOR NAME: Liz Ray

EVALUATOR DEPARTMENT: DHHS / OFI

| |
|--|
| <ul style="list-style-type: none"> • P - offering lots of financial coaching options – with experience in providing this service. |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – seems like a solid approach, but would expect it to be slow for clients. |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay, but not the premium system we envisioned necessarily. This is an individual acct system that seems to rely on premiums only to pay for vehicle repairs, etc. We envisioned something more sophisticated. |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay to me. |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P- demonstrates experience with flexibility to ensure consistent services statewide. |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Q – unclear here what program specialists roles are? • IN the job descriptions I was looking for some language on strong contract management. This proposal relies a lot on subcontractors. Would like to have seen more on the accountability pieces for those providing direct services, especially outside of temporary rides solutions. • Who is delivering vehicles to clients? Where is that coordination? • P – great training plan • Six month start up plan |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Okay |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis C.A.P. Inc.

DATE: 9/14/20

EVALUATOR NAME: Liz Ray

EVALUATOR DEPARTMENT: DHHS / OFI

| |
|--|
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• Okay |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• P - Good, realistic time frame.• N – lists items as subcontractor responsibility and the State will only see the awarded bidder as responsible. |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

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

DATE: 09/13/2020

EVALUATOR NAME: Julian Baer

EVALUATOR DEPARTMENT: DHHS/OFI

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 Facilitator 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 – Previous transportation experience/current fleet. • P – Family-centered. • Q – 650 staff? • Q – Statewide presence? Four offices and 38 Sites? • P/Q – FDA. |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – Significant reliance on CAA's for statewide coverage, all independent organizations – oversight? |
| 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"> • P – Good Dunn and Bradstreet ratings. |
| 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 #: 202006105

RFP TITLE: Working Cars for Working Families

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

DATE: 09/13/2020

EVALUATOR NAME: Julian Baer

EVALUATOR DEPARTMENT: DHHS/OFI

***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. Facility Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Statewide presence. |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Reducing dependence on state-funded resources. • P – Experience with both target population and transportation. • N – Six-month start up, and RFP for procurement. • N – Referrals from Department. • P – Rural transportation award. |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – Department pre-screening, accepting applications, and referring. • P – Diverse transportation options. • P – Referrals to other non-program alternatives and community resources. • Q – What happens if the participant is no longer eligible? |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • P – Existing ability to provide short-term transportation. |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • Q – Space at 69 Farm Road in Bangor? |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – No cash payments. • P – Repossession service. |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

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

DATE: 09/13/2020

EVALUATOR NAME: Julian Baer

EVALUATOR DEPARTMENT: DHHS/OFI

| |
|---|
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| • |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| • |
| L. Reports (Bidder met the minimum requirements of this section) |
| • |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| • |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202006105

RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis

DATE: 09/09/2020

EVALUATOR NAME: Jamie Pruett

EVALUATOR DEPARTMENT: DHHS/OFI

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 Facilitator 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"> • Q – Is there a concern here that most of their focus seems to be offering transportation instead of building out a new program? • N – resources not named for the WC4WF program. |
| 2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • N – The subcontractors are not transportation specific. |
| 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"> • |
| 7. Certificate of Insurance (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none"> • |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Working Cars for Working Families

BIDDER NAME: Penquis

DATE: 09/09/2020

EVALUATOR NAME: Jamie Pruett

EVALUATOR DEPARTMENT: DHHS/OFI

***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. Facility Requirements (Bidder met the minimum requirements of this section) |
| • |
| B. General Requirements (Bidder met the minimum requirements of this section) |
| • N – Didn't deliver a comprehensive plan in this section but; |
| • P - but refer to implementation plan, attachment 13 |
| • P – Flow chart, pg. 5 |
| C. Assessment, Eligibility and Monitoring Requirements (Bidder met the minimum requirements of this section) |
| • Q – Is it the Department's expectation that we will collect all the data required from the initial application for the assessment? |
| • P – sample of participant survey questions. |
| D. Transportation Service Requirements (Bidder met the minimum requirements of this section) |
| • |
| E. Vehicle Procurement Requirements (Bidder met the minimum requirements of this section) |
| • |
| F. Vehicle Premiums, Warranty and Maintenance (Bidder met the minimum requirements of this section) |
| • |
| G. Wait Lists (Bidder met the minimum requirements of this section) |
| • Q – removed from all program waitlists? How many are there? |
| H. System Requirements, Data Collection and Reporting (Bidder met the minimum requirements of this section) |
| • P – indicates full compliance |
| • N – doesn't go into any detail as to how they will, provided one high level chart indicating compliance for this section only, no elaboration. |
| • N – Disaster recovery section lacking content. |
| I. Program Management and Evaluation (Bidder met the minimum requirements of this section) |

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Jamie Pruett

EVALUATOR DEPARTMENT: DHHS/OFI

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|--|
| <ul style="list-style-type: none">• N – seems to be lacking specific details as requested. |
| J. Staffing Requirements (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• N- no planned resources for this program specifically provided.• P – refers to attachment 12 – check for contents: |
| K. Performance Measures (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• Q - Requires clients to bring in 12 months of paystubs?• N – meets some of the requirements via a participant survey only? Such as 99% of participants are educated in vehicle m&o.• N – awarded bidder records? How? Doesn't say how they will determine this, and how come no participant survey here? |
| L. Reports (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• P – indicates compliance |
| M. Implementation Work Plan (Bidder met the minimum requirements of this section) |
| <ul style="list-style-type: none">• P – Implementation Plan Attachment 13: is well thought out.• P – Responsible activity chart |

State of Maine
Department of Health and Human Services
Office for Family Independence
NOTICE OF INTENT
RFP# 202006105
Working Cars for Working Families

| | | | |
|--|--------------|-----------------------------------|--|
| Bidder's Organization Name: | | Fedcap Inc | |
| Chief Executive - Name/Title: | | Grant Collins, President | |
| Tel: | 917-363-6041 | E-mail: | GCollins@fedcap.org |
| Headquarters Street Address: | | 1685 Congress Street | |
| Headquarters City/State/Zip: | | Portland, Maine 04101 | |
| <i>(Provide information requested below if different from above)</i> | | | |
| Point of Contact for Proposal - Name/Title: | | Serena Powell, Executive Director | |
| Tel: | 207-835-8304 | E-mail: | SPowell@fedcap.org |
| Street Address: | | 1685 Congress Street | |
| City/State/Zip: | | Portland, Maine 04101 | |

| | |
|---|------------------------------|
| Signature of person authorized to enter into the contract with the Department: | |
| Name (Print): Grant Collins | Title: President |
| Authorized Signature:  | Date: August 14, 2020 |

APPENDIX E (continued)

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

Since October 2016, Fedcap Inc (Fedcap) has operated the Breaking the Cycle (BTC) program helping Mainers receiving Temporary Assistance for Needy Families to take steps towards greater economic self-sufficiency through comprehensive employment and educational services and supports. The program is operated in partnership with and as a vendor to State of Maine, Department of Health and Human Service (DHHS), Office of Family Services (OFI). BTC has 16 fully staffed facilities located as far south as Sanford and as far north as Fort Kent. These state-of-the-art, ADA compliant facilities called Opportunity Centers are equipped with computer labs, resource libraries and space to conduct job readiness training, facilitate career exploration, host job hiring and industry events with employers and provide individualized career counseling and support services.

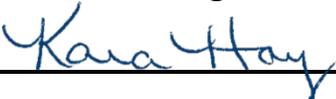
BTC has provided services for 13,076 Mainers and assisted 6,014 with obtaining employment since implementation. Achieving these results has involved building a broad network of partnerships, managing subcontractors, and coordinating supports and resources across the state to assist participants, including addressing their transportation barriers. Partners include other non-profits, regional transit authorities and businesses such as taxi services, shuttle services, ride-share companies, auto repair shops, tire distributors, and inspection facilities. We have assisted participants in accessing over 11,000 distinct transportation supports including insuring and registering vehicles, vehicle repairs, bus passes, shuttle services, new bus routes and other public or private transportation solutions and arranging carpooling totaling more than \$8.4M in resources.

For participant tracking and performance management of the program, Fedcap uses a robust proprietary case management system, FedcapCARES. This system interfaces near real-time with OFI's system to receive referrals and send back participant demographic, participation, supports, and income information. FedcapCARES is fully customizable with the capacity to incorporate additional assessments, participant tracking, and performance metrics to successfully achieve the requirements of the Working Cars for Working Families program.

APPENDIX E

State of Maine
Department of Health and Human Services
Office for Family Independence
NOTICE OF INTENT
RFP# 202006105
Working Cars for Working Families

| | | | |
|--|----------------|--|--|
| 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> | | | |
| Point of Contact for Proposal - Name/Title: | | Steven Richard, Director of Transportation Brokerage | |
| Tel: | (207) 973-3512 | E-mail: | srichard@penquis.org |
| Street Address: | | 262 Harlow Street | |
| City/State/Zip: | | Bangor, ME 04401-4952 | |

| | |
|---|--|
| Signature of person authorized to enter into the contract with the Department: | |
| Name (Print): Kara Hay | Title: Chief Executive Officer |
| Authorized Signature:  | Date: August 12, 2020 |

APPENDIX E (continued)

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

Penquis is Maine's largest community action agency and has over fifty (50) years of experience eliminating and alleviating the causes and conditions of poverty. Increasing access to reliable transportation and improving families' financial stability are two of five goals that form the Penquis Strategic Plan. Key strategies to achieving these goals, increasing transportation options and increasing vehicle ownership, align perfectly with the intent of the Working Cars for Working Families program.

Penquis has been in the transportation business for more than thirty (30) years, providing Maine DHHS child welfare transportation since 1984. Penquis has been the authorized Maine DOT regional transportation and paratransit provider since 1994 and has delivered transportation brokerage services since the 2013 inception of the brokerage for non-emergency medical transportation. Penquis has met or exceeded its contractual obligations as the brokerage for Regions 3 and 4 since August 1, 2013, and July 1, 2014, respectively, and received national recognition in 2018 with a Rural Community Transportation System of the Year award from the Community Transportation Association of America.

Penquis has a sophisticated call center; a large, reliable, and highly-trained corps of volunteer drivers; a state-of-the-art transportation management software system; and a knowledgeable and deeply experienced staff. Penquis' robust technical infrastructure and decades of experience provide the capacity to deliver high quality services and to work effectively with subcontractors to ensure they do the same. In FY19, 11,425 individuals in Regions 3 and 4 were assisted with their transportation needs. Last year, roughly 47,101 bus tickets were distributed and 149,274 taxi trips coordinated to meet the transit needs of Penquis' clients. A total of 312 volunteer drivers (197 with Penquis and 115 with Kennebec Valley Community Action Program) traveled 8.7 million miles transporting people to medical and community destinations.

Penquis' strength in managing financial capability programs for low-income Mainers is demonstrated by its successful administration of the Maine Family Development Account (FDA) Program. Penquis works with community action agencies and New Ventures Maine to provide financial training and matched savings to TANF-eligible families across the state. From 2016 to May 31, 2020, FDA Coalition members helped ninety (90) families graduate from the program and purchase a car, saving \$90,000 of their own funds and receiving \$360,000 in DHHS matching funds (a 4:1 match - \$1,000 saved personally for \$4,000 match each). Five (5) additional families, who owned a vehicle that needed repairs, graduated from the program and saved a total of \$5,000, resulting in a total match of \$20,000, to make repairs. As of May 31, 2020, thirty-four (34) families were still saving for car purchase and two (2) families were saving for car repairs with a total personal savings balance of \$28,305.

Penquis accounting practices and systems are exceptional, and agency financial oversight capabilities are reflected in an excellent MaineCare audit history, including the most recent NET Program Compliance Audit (2017), which had no findings or significant concerns.

Penquis staff take pride in the positive, professional, and mutually supportive relationships with Maine DHHS staff, state transportation providers (Penquis Lynx Mobility Services Director Marcia Larkin is past president of the Maine Transit Association), and peer community action agencies across the state (Penquis CEO Kara Hay is past president and current secretary of the Maine Community Action Partnership Board of Directors). Penquis will draw on its high impact partnerships and peer relationships to deliver this program effectively from Saco to Fort Kent. Penquis ensures that Maine will receive the benefit of experienced management that understands what it takes to meet the expectations of Maine DHHS and the public under the offered contract.



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202006105
RFP TITLE: Working Cars for Working Families

I, Julian Baer 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:
Julian Baer
36599E3D817B436...

9/3/2020

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 #: 202006105
RFP TITLE: Working Cars for Working Families

I, Shannon Courtois 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:
Shannon Courtois
E0A92B13FE5142C

9/3/2020

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 #: 202006105
RFP TITLE: Working Cars for Working Families

I, Janie Prrett 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.

Janie E. Prrett
Signature

9/3/2020
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 #: 202006105
RFP TITLE: Working Cars for Working Families

I, _____Liz Ray_____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:
Liz Ray
ABFCD78D00C04D5...

9/3/2020

Signature

Date