

State of Maine
RFP / Proposal Master Score Sheet

SCORESHEET FOR RFP# 202007119 Victim Services Needs Assessment							
PROPOSAL SUBMITTED BY:		Market Decisions LLC dba Market Decisions Research		Public Consulting Group, Inc.		University of Southern Maine	
COST:		Cost:	\$ 93,355.00	Cost:	\$ 49,849.53	Cost:	\$ 125,190.00
EVALUATION ITEM	POINTS AVAIL.						
Section I: Organization Qualifications and Experience	30	17.00		20.00		22.00	
Section II: Proposed Services	35	15.00		20.00		15.00	
Section III: Cost Proposal	35	18.69		35.00		13.94	
TOTAL	<u>100</u>	50.69		75.00		50.94	

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# 202007119 Victim Needs Assessment Services

I. Summary

Through RFP# 202007119 the Department sought proposals for Victim Needs Assessment Services. Three Bidders responded to RFP# 202007119: Market Decisions LLC d.b.a. Market Decisions Research, Public Consulting Group and University of Maine System acting through the University of Southern Maine. Through the evaluation process, Public Consulting Group were determined to provide the best value to the State of Maine.

II. Evaluation Process

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

III. Qualifications & Experience

PCG has many years of experience of providing needs assessments in multiple states, including Maine.

IV. Proposed Services

PCG responded to all of the requirements within this section. PCG proposes to utilize the NVivo software for data analysis.

V. Cost Proposal

Public Consulting Group provided the lowest cost of \$49,849.53.

VI. Conclusion

The Evaluation Team has determined the proposal submitted by Public Consulting Group represents the best value to the State of Maine.

From: [Charette, Thomas](#)
To: pmadden@marketdecisions.com
Cc: [Charette, Thomas](#)
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP# 202007119 -MDR
Date: Thursday, October 1, 2020 1:05:59 PM
Attachments: [AL RFP 202007119 VSNA-MDR.doc.pdf](#)

Good afternoon Mr. Madden,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202007119, Victim Services Needs Assessment. 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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Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

10/1/2020

Via Electronic Mail: pmadden@marketdecisions.com

Market Decisions LLC d.b.a. Market Decisions Research
Patrick Madden
75 Washington Ave. Suite 2C
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202007119 Victim Services
Needs Assessment

Dear Mr. Madden:

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 of Child and Family Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to:

- Public Consulting Group

Public Consulting Group (PCG) received the evaluation team's highest ranking. The Department will be contacting PCG 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 PCG. PCG 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:

39C9AA7C886B48B...

John Feeney
Chief Operation Officer
Office of Child and Family Services
Maine Department of Health and Human Services

From: [Charette, Thomas](#)
To: [Hawkes, Megan](#)
Cc: [Charette, Thomas](#); [Moumouris, Lauren](#); [Harvey, Rebecca](#); [Bolstridge, Rebecca L.](#); [Nelson, Ellen](#)
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP# 202007119 - PCG
Date: Thursday, October 1, 2020 1:10:13 PM
Attachments: [AL RFP 202007119 VSNA-PCG.doc.pdf](#)

Good afternoon Ms. Hawkes,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202007119, Victim Services Needs Assessment.

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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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)

10/1/2020

Via Electronic Mail: mhawkes@pcgus.com

Public Consulting Group
Megan Hawkes
373 Broadway
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFP #202007119 Victim Services
Needs Assessment

Dear Ms. Hawkes,

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 of Child and Family Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to:

- Public Consulting Group

Public Consulting Group (PCG) received the evaluation team's highest ranking. The Department will be contacting PCG 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 PCG. PCG 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:

39C9AA7C886B48B...
John Feeney
Chief Operation Officer
Office of Child and Family Services
Maine Department of Health and Human Services

Janet T. Mills
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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: gshaler@maine.edu

University of Maine System, acting through the University of Southern Maine
George Shaler, Senior Research Associate & Maine Statistical Analysis Center Director
34 Bedford Street
Portland, ME 04104

SUBJECT: Notice of Conditional Contract Award under RFP #202007119 Victim Services
Needs Assessment

Dear Mr. Shaler,

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 of Child and Family Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to:

- Public Consulting Group

Public Consulting Group (PCG) received the evaluation team's highest ranking. The Department will be contacting PCG 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 PCG. PCG 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.

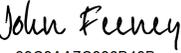
As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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:

39C9AA7C886B48B...

John Feeney
Chief Operation Officer
Office of Child and Family Services
Maine Department of Health and Human Services

From: [Charette, Thomas](#)
To: [George Shaler](#)
Cc: [Charette, Thomas](#)
Subject: Proposal Evaluation Notification for Office of Child and Family Services RFP# 202007119 -USM
Date: Thursday, October 1, 2020 1:05:36 PM
Attachments: [AL RFP 202007119 VSNA-USM.doc.pdf](#)

Good afternoon Mr. Shaler,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202007119, Victim Services Needs Assessment. 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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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Market Decisions LLC dba Market Decisions Research

DATE: September 14, 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: Department of Health and Human Services

NAME OF RFP COORDINATOR: Tom Charette

NAMES OF EVALUATORS: Rebecca Bolstridge, Dan Dresser, Tricia Eldridge, Lauren Mounmouris

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	17.00	
Sect II. Proposed Services (Max: 35 Pts)	15.00	
Sect. III: Cost Proposal (Max: 35 Pts)	18.69	
TOTAL POINTS	50.69	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Market Decisions LLC dba Market Decisions Research

DATE: September 14, 2020

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

Total Points Available: 30

Score: 17.00

Evaluation Team Comments:

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"> • 3 Projects provided. • Project 3, Consumer Survey with the Department. • Currently providing services to Substance Abuse and Mental Health Services for an Adult and Mental Health Survey. • Project 1, specific to Victim Services Needs Assessment with NH. • 20 years' experience with research and studies. • Projects 2 & 3 show experience in similar services like survey and research. • Utilizes a call center which is in house.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Hart Consulting • Maine Behavioral Healthcare/Hartwell Dowling
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • It is unclear to the team who is on the organizational chart as to which positions apply to this project.
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None indicated.
5. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, but had expired, June 8, 2020.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Market Decisions LLC dba Market Decisions Research

DATE: September 14, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35

Score: 15.00

Evaluation Team Comments: Bidder did not follow the format of the RFP. Making it difficult for the team to find the responses.

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of sections 1,2,3)
<ul style="list-style-type: none"> • 1. Indicated would provide the questionnaire within the 30-day timeframe, however it was found in the workplan, not in this section. • 4. Focus group invite not mentioned. • 5. Did not provide a response. • 6. Did not provide a response.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of sections 1,3)
<ul style="list-style-type: none"> • 1. Indicated would provide the questionnaire within the 30-day timeframe, however it was found in the workplan, not in this section. • 2. Did not indicate strategies for data collection or identify how the minimum response rate of 60% would be met. • 3. Utilizing proxy for surveys on behalf of victims who have barriers to completing surveys. • 4. Did not provide a response. • 5. Did not provide a response.
D. Staffing Requirements (Bidder met the minimum requirements of sections 2,3,4)
<ul style="list-style-type: none"> • 1. Not addressed according to the requirement in the RFP. Job descriptions not provided.
E. Reports (Bidder met the minimum requirements of sections 1,2)
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • Provided a detailed work plan.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Market Decisions LLC dba Market Decisions Research

DATE: September 14, 2020

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

Total Points Available: 35

Score: 18.69

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$49,849.53	÷	\$93,355.00	x	35 points	=	18.69

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Public Consulting Group

DATE: September 14, 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: Department of Health and Human Services

NAME OF RFP COORDINATOR: Tom Charette

NAMES OF EVALUATORS: Rebecca Bolstridge, Dan Dresser, Tricia Eldridge, Lauren Mounmouris

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	20.00	
Sect II. Proposed Services (Max: 35 Pts)	20.00	
Sect. III: Cost Proposal (Max: 35 Pts)	35.00	
TOTAL POINTS	(Max: 100 Points)	75.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment
BIDDER: Public Consulting Group
DATE: September 14, 2020

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

Total Points Available: 30 Score: 20.00

Evaluation Team Comments: Bidder did not follow the format of the RFP. Making it difficult for the team to find the responses.

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">• 3 Projects provided, lacked details.• 16 years of experience providing needs assessments in multiple states.• Uses visual data tools.• Has provided multiple needs assessments for the Department.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• None proposed.
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Provided.
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• The evaluation team has no concerns with the disclosed litigation.
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment
BIDDER: Public Consulting Group
DATE: September 14, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: 20.00

Evaluation Team Comments: Bidder did not follow the format of the RFP. Making it difficult for the team to find the responses.

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of sections 1,2,3,4,5,6)
• 4. Indicates VSP questionnaires will gather data on the needs of VSP workforce including job satisfaction, it is unclear how that will apply.
• 4. Proposes to use NVivo software.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of sections 1,2,3,4,5)
• 2. Proposes providing print versions of survey if unable to complete online.
• 3. Proposes a data collection strategy that is reliant on VSP's, which limits the sample diversity.
D. Staffing Requirements (Bidder met the minimum requirements of sections 1,2,3)
• 4. Plan did not describe how the proposed minimum staffing requirements/qualifications would be met.
E. Reports (Bidder met the minimum requirements of sections 1,2)
F. Implementation – Work Plan (Bidder met the minimum requirements of section)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: Public Consulting Group

DATE: September 14, 2020

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

Total Points Available: 35

Score: 35.00

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$49,849.53	÷	\$49,849.53	x	35 points	=	35.00

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: University of Southern Maine

DATE: September 14, 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: Department of Health and Human Services

NAME OF RFP COORDINATOR: Tom Charette

NAMES OF EVALUATORS: Rebecca Bolstridge, Dan Dresser, Tricia Eldridge, Lauren Mounmouris

SUMMARY PAGE

Pass/Fail Criteria		
	<u>Pass:</u>	<u>Fail:</u>
◆		
	<u>Points Awarded:</u>	
<u>Numerical Score:</u>		
Sect. I. Organization Qualifications and Experience (Max: 30 Pts)	22.00	
Sect II. Proposed Services (Max: 35 Pts)	15.00	
Sect. III: Cost Proposal (Max: 35 Pts)	13.94	
TOTAL POINTS	50.94	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment
BIDDER: University of Southern Maine
DATE: September 14, 2020

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

Total Points Available: 30 Score: 22.00

Evaluation Team Comments:

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"> • 3 Projects provided. • Indicates being the only university-based Statistical Analysis Center (SAC) in the northeast and 1 of 7 in the United States. • Completed a third Maine Crime Victimization survey in 2015 with over 800 respondents for the Department of Justice. • Indicates receiving the Douglas Yearwood National Publication Award from the Justice Research and Statistics Association in response to their report for the Maine Sexual Assault Kit study. • USM is home to the survey research center.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Maine Coalition Against Sexual Assault (MECASA) • Maine Coalition to End Domestic Violence (MCEDV)
3. Organizational Chart
<ul style="list-style-type: none"> • Did not provide an org chart of the entire organization. • Unclear who is the project lead is. • People and positions were listed, however unclear who is part of what project.
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • The evaluation team has no concerns with the disclosed litigation.
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment
BIDDER: University of Southern Maine
DATE: September 14, 2020

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 35 Score: 15.00

Evaluation Team Comments:

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of sections 2,3,6)
<ul style="list-style-type: none"> • 1. No acknowledgement of the 30 days requirement. • Recognizes the need to identify non-VOCA funded VSP's. • 3. Proposes to contact a VSP every 4 days, starting with an email using Qualtrics software. • 3. Indicates non-VOCA responses will not be counted toward the response rate but did not provide a reason why. • 4. Does not mentioned obtaining the Department's approval before launching the survey. • 4. Proposes to send out the reminder email within 4 days, which is sooner than the 15 & 30 calendar days required in the RFP. Follow-up includes phone calls. • 5. Does not respond to compiling and analyzing data received within the 180 calendar days. • 5.a-d. acknowledge performing, however found in a different section of the response.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Proposes a Power-point to review with the focus group.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of sections 1,2,4,5)
<ul style="list-style-type: none"> • 1. Questionnaire to be done in November with 20 questions. • 3. Does not indicate receiving department approval prior to disseminating survey. • 3.a. Proposes to utilize the VSP's and subcontractors to perform follow-ups. • 4. Minimally addressed, however in a different section of the response.
D. Staffing Requirements (Bidder met the minimum requirements of sections 2)
<ul style="list-style-type: none"> • 1. Did not provide a response. • 3. Did not provide a response. • 4. Staffing plan does not clearly delineate the amount of staff time to be assigned. Requirements and qualifications are unclear.
E. Reports
<ul style="list-style-type: none"> • Did not provide a response.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • Provided a detailed plan.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER: University of Southern Maine

DATE: September 14, 2020

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

Total Points Available: 35

Score: 13.94

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$49,849.53	÷	\$125,190.00	x	35 points	=	13.94

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 9/11/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: OCFS

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Individual Evaluator Comments:

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

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P-Experience with victim needs assessment in NH 2018-19. • 20 years experience completing researching and evaluation studies for state agencies, non-profits and other organizations. State of Maine adult and mental health wellbeing and substance abuse consumer experience survey and maine office of child and family services consumer survey for CBHS. • Utilizes in house resources, including a call center, focus group suite and sophisticated software for multi mode data collections. • New Hampshire DOJ victim needs and provider training assessment • State of Colorado, DOJ, since 2015 annual cycles evaluated 120-150 Judges, dual mode online and mail survey protocol with multiple contact attempts for each selected respondent, 12,000 surveys annually. • Maine OCFS- telephone surveys to adult caretakers of children receiving services for behavior and emotional diagnoses
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Hart Consulting INC, Gardiner Maine • Maine Behavioral Healthcare • I- both are used to assist with expertise in research design, data analysis and data interpretation.
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • none

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 9/11/2020

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: OCFS

5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Professional liability and privacy and security expired 6/8/2020

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 Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- mixed mode approach with an initial online survey, telephone follow up. • P- telephone interviewing software •
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P- details of types of groups, how they will be conducted. • P- after groups, top line summary with main findings and key takeaways.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I- recruitment of victims of crime using social media, vs relying on service providers to provide names. • P- targeting 400 completed surveys statewide • Primarily online • I- Options for caregiver of children and older adult users of services. • P-Some options for paper and telephone surveys for those such as older adults, limited English, internet... • P-Surveys programmed into data collection software, tested first. • No information about data analyzed or report. • N- won't be able to calculate a final response rate
D. Staffing Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE
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EVALUATOR DEPARTMENT: OCFS

<ul style="list-style-type: none">• P-=Project lead has over 20 years experience• Project manager• Met
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• P- Analysis plan• Use software• Progress report• Final comprehensive needs assessment report•
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 9/10/2020

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: OCFS

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

Individual Evaluator Comments:

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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"> • Worked on N.H. victim needs assessment in 2018-2019. • Currently conducts surveys for: ME OCFS consumer survey, ME Adult & Mental Health wellbeing and substance abuse consumer experience survey. • Based in Portland, with clients in over 30 states. • Work utilizes all in-house resources.(next section has subcontractors listed) why? • 3 projects attached, what were the response rates for these projects?
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 3 subs listed, why use subs if all work is done with in-house resources?
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Organizational chart is attached. Met minimum requirements
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Listed as none. Met minimum requirements of this section
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached, Certification is dated January 2020, Professional liability has expired on this certificate.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Market Decisions Research

DATE: 9/10/2020

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: OCFS

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 20-25 questions addressed, no mention of the 30 calendar requirement. • 2.c. missing? Don't see it referenced. • 3. Provider will use email primarily and then move to telephone for follow up • 4. Departmental approval out of order • No mention of informing the VSP's of the opportunity to participate in focus group. • 5 & 6 Missing?
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Section 1. a, b, c mentioned briefly on pg 19-20.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Sect 1: No mention of development within 30 calendar days • Sect 2: no mention of achieving 60% response rate • Sect 3: additional strategies include telephone calls • Sect 4: No mention of 180 day requirement • Sect 4 a. Missing development of report • Sect 4 b: missing • Sect 5: no mention of keeping the dept informed throughout project 3
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No job descriptions, just another form of resume. • Sections 2,3, 4 are ok
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met the minimum requirements of the section
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • Attached. Contains a great deal of information that should have been included in body of response.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 09/08/2020

EVALUATOR NAME: Tricia Eldridge

EVALUATOR DEPARTMENT: Office of Child and Family Services

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or 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)
• N – missing dates of project examples
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements
4. Litigation (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 09/08/2020

EVALUATOR NAME: Tricia Eldridge

EVALUATOR DEPARTMENT: Office of Child and Family Services

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
E. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
• Bidder met the minimum requirements of this section.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 09/12/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

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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:Has experience specific to Victim Services Needs Assessment, through Project #1 with New Hampshire. • P: Project 2 shows similar experience in evaluation: totaling 12,000 surveys annually for this project. • Project 3 shows similar experience in the areas of survey and research.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • MDR will be working with Hart Consulting and Hartwell Dowling to assist with expertise in research design, data analysis, and data interpretation.
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • The Org chart met the minimum requirements, and has the Job titles and Names.
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None cited
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached and current.

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RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Market Decisions Research

DATE: 09/12/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • I believe table one was a response to the Part I A. Purpose and background and discusses the IRB approval. • Response to A.1.:Survey instrument: in addition to the information detailed in the RFP, the bidder also included the following areas of importance: underserved populations not receiving needed services, facilitators and barriers to their work, culturally-specific service needs, and organizational capacity. • Response to A.2:Identifying the sample: the Bidder plans to address all relevant direct service providers currently funded by VOCA, including those covering domestic violence, sexual assault, underserved populations (such as elder abuse, human trafficking, rural, racial, and ethnic minority victims), victims of driving under the influence, as well as others in the Project 1 sample. • Response to A.3. is proposing a mixed-media approach to meet the 75% response rate. And are anticipating 100 VSPs. • Telephone: Will translation services be used to conduct surveys? Or are current interviewers bi-lingual? • Survey program and testing: VOXCO tech looks like it will benefit the assessment. The phone app data collection looks promising to reach the response rate. Uses multiple attempts to collect surveys. Works with the interviews for scheduling time when they are available.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Experience in hosting on-line focus groups. Proposing conducting up to 2 focus groups, consultant Gannon will be moderating. Bidder proposes finalizing the sample for the Focus group will be finalized with Department approval. A moderators guide will be a available. Transcription will be available for further review. Incentives to be discussed/negotiated with the Department.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Incorporate the use of social media to identify the sample. Screening questions used to verify that they or a family member has recently used Victim services.

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<ul style="list-style-type: none">• Q: what is the national guidelines for using proxies.• 400 statewide: Would like to see the goal breakdown of the surveys anticipated by county.• P: Voxco software seems like it would help in reaching the anticipated response rate.• Staffing plan found on page 49.• no incentives planned for the Victim survey.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Project lead, Patrick Madden, has 10 years' experience conducting needs assessment. I saw a list of people that are being proposed as part of the project, but not a staffing plan that clearly delineates by position title and the amount of staff time to be assigned. I would have liked to see FTE's listed here.
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• Great plan for final reporting. Bidder addresses all required reporting.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
Great table, clear to read, and meets the timeline of the assessment as listed in the RFP.

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INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Public Consulting Group

DATE: 9/13/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

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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-Extensive experience. Founded 1986, 60 offices worldwide. Multidisciplinary approach. Public sector experience for over 33 years. 16 years' experience conducting needs assessments for human services programs. Multiple data sources used to inform needs assessments, literature to ensure evidence-based programs and services, surveys, interviews, focus groups, case management data. Interviews with agency leaders • P-Geographic Information System mapping to identify regions and more specific locations where service gaps exist. • Rhode Island Victims Services needs assessment 2016 • Maines' human trafficking needs assessment 2015- formerly known as Hornby Zeller Associates. • Arizona assessment of programs and services for refugees 2019 • -
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • None
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • met
4. Litigation
<ul style="list-style-type: none"> • N-I-4 open cases • I- 10 closed within the last 5 years- • N-No amounts provided
5. Certificate of Insurance (Bidder met the minimum requirements of this section)

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DHHS/OCFS

- | |
|---|
| <ul style="list-style-type: none">• All current• |
|---|

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 Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• P-Mixed methods for a holistic view• Findings will be used to conduct a gap analysis• Project Kickoff and project planning• VSP questionnaire to obtain information about services provided, used to create statewide map of service availability, VSP's opportunity to share their perspectives and experiences. Identify measures VSP's use to assess their performance.• Literature and document review• Question generation• Web based questionnaire, such as survey monkey or Microsoft forms.• Identify VSP's using OCFS victim prevention Program. And request from Bureau of Justice Statistics for a list of VSP's.• Email invites to participate. Asking OCFS to also send an email.• Reminder emails. Telephone follow up and telephone option to respond.• Data analysis-• Statewide mapping• Summary report

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EVALUATOR DEPARTMENT: DHHS/OCFS

<ul style="list-style-type: none"> • Twice monthly narrative progress reports
<p>B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> • P-If not enough interest from VSP's or not enough variety, PCG will work with OCFS to identify VSP's . email invites, phone follow up. • Focus group protocol development • Focus group- in person or virtual. Experience conducting virtual focus groups and web based platforms. • Data analysis and summary report
<p>C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> • P-Literature and document review • Question generation • Web based questionnaire • Identification of crime victims using VSP's to identify. • VSP's can send questionnaire, or PCG will. • Data analysis • Summary report • Twice monthly narrative progress reports • GAP analysis using project 1 an 3
<p>D. Staffing Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> • Engagement manager – joined in 2016 • Project manager 14 years experience • Data analyst-
<p>E. Reports (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> •
<p>F. Implementation – Work Plan (Bidder met the minimum requirements of section)</p>
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: OCFS

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Individual Evaluator Comments:

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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"> • Does not follow RFP outline. • Need to search for section 1, Attachment 1 (Please see attachment C) • Section 1 doesn't start until page 9. • Founded in 1986, 2,400 employees in 60 offices worldwide • 3 projects are attached
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No subcontractors will be used
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached, one for the company and one for proposed project
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached, bidder met minimum requirements of this section
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached and valid

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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 Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 1. Out of order in responses • 30 calendar days for development mentioned on pg 2 • 20-25 questions addressed in different section on pg 3. • 2. Section 2 responded to prior to section 1 • 4. No mention of focus group participation. • 4b. mentioned in section 3 • 5. Responded out of order • 5a. responded to on pg 5 #9 • 5b,c responded to on pg 5 #8 • 5d. Missing?
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 1a & 1b. no mention of reviewing data, only states provider will prepare a document that contains the data. • 1c only one sentence that responds to the section, pg 6 last sentence of 2. Focus Group Protocol Development
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Utilize printed surveys as well as the online • Sends an email link asking victims to participate • 4a, b. addressed on page 9 under 8 summary report • 5 addressed on pg 9 under 9 summary report
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Bidder met minimum requirements for this section
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> •
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • No mention of person or position responsible for task

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Public Consulting Group

DATE: 09/10/2020

EVALUATOR NAME: Tricia Eldridge

EVALUATOR DEPARTMENT: Office of Child and Family Services

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Individual Evaluator Comments:

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

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
4. Litigation (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Public Consulting Group

DATE: 09/10/2020

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EVALUATOR DEPARTMENT: Office of Child and Family Services

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Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
E. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
• Bidder met the minimum requirements of this section.

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RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Public Consulting Group

DATE: 9/13/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or 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"> • 16 years' experience conducting needs assessment in many states. • Uses visual data tools. • Project #1: Rhode Island Victims Needs Assessment. • Project #2: MECASA/PCG needs assessment. • Project #3: Arizona, Division of Aging and Adult Services. • For all three projects I would have liked to have understood the scope and magnitude of this assessment in terms of questionnaires and focus groups completed, or sample size.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • PCG does not intend to contract with subcontractors or consultants.
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Included and meets the requirements as listed in the RFP. Figure 2 is specific to the proposed project.
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No litigation cited.
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached and current.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: Public Consulting Group

DATE: 9/13/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Will provide a project plan for review. • Will complete a current lit review: using other current VOCA state needs assessments. • Questionnaire will address barriers providing <u>and</u> receiving services. • Anticipates @82 VSPs. • Anticipates using NVivo for open-ended questions.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Will draft a focus group protocol with an overview of purpose and research Q's to be addressed, agenda, and focus group facilitator guide. Performance measures will be addressed with participants. • Focus group will be facilitated in person or virtually, a virtual platform provides the flexibility for participants from rural Maine. A notetaker will also be part of the focus group.
<ul style="list-style-type: none"> • Survey monkey, Microsoft forms, PCG's online survey framework.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Literature and document review. • Q: what does this part mean "analyze case management data to the extent such a database exists?" What database? • How will open-ended responses be aggregated?
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Plans to request all participating VSPs to forward an email with a link to the Victims they are serving. • Plans to do a raffle-style incentive for participation.
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Final report to include recommendations of improved PM.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • Detailed work plan included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/13/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: DHHS

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Individual Evaluator Comments:

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

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P. Routinely provides research assistantships. Also home to Cutler institute for Health and social policy in which the maine statistical analysis center is located. • PExperience working with victim service providers and needs of victims, including survey design, VSP training, data analytics, policy research and evaluation and DV and Sa reporting to congress. • 2015 Maine Crime Victimization Survey. Telephone survey. • 2018 mixed methods study of the use of sexual assault kits in Maine. • 2020 OADS State Plan on aging to assess community needs of older adults and caregivers. •
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Maine coalition against sexual assault (MECASA) – plan to worker together to identify potential victim survey respondents. • Maine coalition to end domestic violence to identify potential victim survey respondents • Q- Organizational Capacity?
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • N-Unclear who the project lead is. No names attached to several positions. Nothing seems specific to this project
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 8 in the last 5 years, all settled.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/13/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: DHHS

5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Insurance current • Q- what does Buffer excess cover? Nothing specific to cyber security

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Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<p>P-VSP's to design an online survey map to current victim services. P- rooted in the community of VOCA funded VSP's. Also ask DHHS and other VSP stakeholders to identify non-VOCA funded VSP;s I-Survey will use questions found on the national census of victim services providers and national survey of victim service providers websites. P-Will use any other formal assessments that VSP;s have engaged in the last 3 years. Online survey. P-Qualtrics software. Emails and tracking. Calls for followup. I-Non-Maine Funded VSP's wont' count toward response rate. P-Services mapped.</p>
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • P-Questions based in part on data collected in project one, review of literature and experiences of other states that have VSP focus groups. • P-Virtual focus groups •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/13/20

EVALUATOR NAME: Rebecca Bolstridge

EVALUATOR DEPARTMENT: DHHS

C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• N-Will work with a select number of Maine VOCA funded VSP's to construct a list of crime victims. Agencies will ask adult clients if they would participate.• I- VSP's will send the survey's• I- Intends to subcontract with these organizations to reimburse them for their time and involvement to contact and follow up with participants.• P-Use Qualtrics to build the survey• P-Additional survey for those served before the project commenced and agencies that are not Maine VOCA funded. Agencies will be encouraged to share it on their networks and social media sites.••
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• P-George Shaler- 2003 Maine statistical analysis center. Has worked on crime victimization survey's. Project Director• Maureen Baker 25 years experience• Alison Grey2016• Al Leighton 30 years survey research experinece
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none">• N-Don't see it.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/11/2020

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: OCFS

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or 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"> • Maine Statistical Analysis Center (SAC), only University based SAC in Northeast & only 1 of 7 in the country • Extensive expertise working with victim service providers and the needs of victims. • 3 projects attached
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • MECASA & MCEDEV
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • All litigation attached
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Attached and valid

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/11/2020

EVALUATOR NAME: Daniel Dresser

EVALUATOR DEPARTMENT: OCFS

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Survey will have 20 questions, but no mention of development within 30 calendar days • 2. a-e ok responded on pg17 • 3. Provider is using 20 questions so it can be completed quickly, which they think will help achieve the 75% response rate • 4. a. 1st email sent 4 days are receipt of initial survey if not completed • 4b. additional strategies include: 1st email sent after 4 days, 2nd email sent 4 days after 1st email, phone calls begin 4 days later and continue every 4 days until complete. • 5 & 6 responded to on pg. 18
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Pg 19. Met minimum requirements
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • No mention of 30 calendar day requirement • Limit to 20 questions to get 60% response rate • 3. No mention of departmental approval • Utilize MCEdV & MECASA to distribute surveys to victims • No specific mention of 4a or 4b.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • The job descriptions are resumes • 3. Missing • No detail on how minimum staffing requirements will be met
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Section Missing?
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> • No detail on the subcontractors roles and responsibility in work plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 09/10/2020

EVALUATOR NAME: Tricia Eldridge

EVALUATOR DEPARTMENT: Office of Child and Family Services

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Individual Evaluator Comments:

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

Part IV. B. Section I. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
4. Litigation (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 09/10/2020

EVALUATOR NAME: Tricia Eldridge

EVALUATOR DEPARTMENT: Office of Child and Family Services

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
E. Reports (Bidder met the minimum requirements of this section)
• Bidder met the minimum requirements of this section.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
• Bidder met the minimum requirements of this section.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/13/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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Individual Evaluator Comments:

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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"> • Project #1: Applicable experience with Crime Victim Needs Assessments. Experience working with multiple partners in the state to complete the 2015 Maine Crime Victimization Survey having over 800 respondents. • Project #2: demonstrates the bidder has applicable experience resulting in an award winning report: literature review; policy analysis; focus group design and implementation; data collection methodologies; data analysis; and presentation of findings in multiple formats. • Project #3: applicable experience in surveying target populations in Maine, statewide.
2. Subcontractors and/or Consultants (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • MECASA and MCEDEV
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • provided
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • provided
5. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

BIDDER NAME: University of Southern Maine

DATE: 9/13/2020

EVALUATOR NAME: Lauren Mounouris

EVALUATOR DEPARTMENT: DHHS/OCFS

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

Part IV. B. Section II Proposed Services
1. Services to be Provided
A. Project One (1): Victim Service Provider Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • The Bidder provided a response to the Background introduction section of the RFP that demonstrated a robust knowledge of past and present service delivery and stakeholders in Maine. • Will use Nvivo to code the narrative data. • Recognizes the need to identify non Voca-funded VSPs. • Will gather assessments completed in the past 3 years from VSPs • Will complete mapping. • 20 questions • Qualtrics software will disseminate the mass email to VSPs. • Plan for follow-up to initial email.
B. Project Two (2): Focus Group (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • 10 focus group questions: will be using the other 13 State-driven needs assessments that were completed in the past 5 years to decide what 10 questions will best work given the summarized PowerPoint presentation. • Submitted to IRB for approval. • Focus Group scheduled for January due to holidays, and Via Zoom due to pandemic circumstances. • Recording, transcription, and analysis
C. Project Three (3): Victim Needs Questionnaire (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Plan for reaching victims currently engaged in services through outreach provided by subcontractors.
D. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Program lead has 15 year's experience.
E. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> • Reports are represented in the work plan but not addressed separately.
F. Implementation – Work Plan (Bidder met the minimum requirements of section)
<ul style="list-style-type: none"> •



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment

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

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

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

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

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

DocuSigned by:
Rebecca Bolstridge
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9/8/2020

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 #: 202007119
RFP TITLE: Victim Services Needs Assessment

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

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 _____
Signature Date 9/4/2020



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202007119
RFP TITLE: Victim Services Needs Assessment

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DocuSigned by:
Tricia Eldridge
38370C94ED97478...

9/4/2020

Signature

Date



DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202007119

RFP TITLE: Victim Services Needs Assessment

I, Lauren Mousmouris 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.

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Lauren Mousmouris

9.4.2020