

**State of Maine**  
**RFP / Proposal Master Score Sheet**

**Instructions:** Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

<b>SCORESHEET FOR RFP# 202009136 Early Childhood Mental Health Consultation Services – Pilot Site 1</b>									
PROPOSAL SUBMITTED BY:		Community Care		Northeast Family Services of Maine					
COST:		Cost:	\$253,555	Cost:	\$187,644				
EVALUATION ITEM	POINTS AVAIL.								
Section II: Organization Qualifications and Experience	25	17.00		10.00					
Section III: Proposed Services	40	33.00		10.00					
Section IV: Cost Proposal	30	22.20		30.00					
Budget Narrative	5	4.00		2.00					
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>76.20</u></b>		<b><u>52.00</u></b>					
<b>SCORESHEET FOR RFP# 202009136 Early Childhood Mental Health Consultation Services – Pilot Site 3</b>									
PROPOSAL SUBMITTED BY:		Community Care		Community Health and Counseling Services		MaineGeneral Medical Center		Northeast Family Services of Maine	
COST:		Cost:	\$253,555	Cost:	\$190,519	Cost:	\$250,510	Cost:	\$187,644
EVALUATION ITEM	POINTS AVAIL.								
Section II: Organization Qualifications and Experience	25	15.00		15.00		22.00		10.00	
Section III: Proposed Services	40	33.00		31.00		15.00		10.00	
Section IV: Cost Proposal	30	22.20		29.55		22.47		30.00	
Budget Narrative	5	4.00		3.00		4.00		2.00	
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>74.20</u></b>		<b><u>78.55</u></b>		<b><u>63.47</u></b>		<b><u>52.00</u></b>	

**SCORESHEET FOR RFP# 202009136 Early Childhood Mental Health Consultation Services – Pilot Site 4**

PROPOSAL SUBMITTED BY:		Community Care	Penquis CAP
COST:		Cost: \$253,555	Cost: \$250,151
EVALUATION ITEM	POINTS AVAIL.		
Section II: Organization Qualifications and Experience	25	15.00	22.00
Section III: Proposed Services	40	33.00	23.00
Section IV: Cost Proposal	30	29.60	30.00
Budget Narrative	5	4.00	2.00
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>81.60</u></b>	<b><u>77.00</u></b>

**SCORESHEET FOR RFP# 202009136 Early Childhood Mental Health Consultation Services – Pilot Site 5**

PROPOSAL SUBMITTED BY:		Aroostook Mental Health Services	Community Health and Counseling Services	The Northern Lighthouse, Inc.
COST:		Cost: \$230,547	Cost: \$190,519	Cost: \$162,732
EVALUATION ITEM	POINTS AVAIL.			
Section II: Organization Qualifications and Experience	25	19.00	15.00	13.00
Section III: Proposed Services	40	26.00	31.00	12.00
Section IV: Cost Proposal	30	21.18	25.62	30.00
Budget Narrative	5	4.00	3.00	2.00
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>70.18</u></b>	<b><u>74.62</u></b>	<b><u>57.00</u></b>

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# 202009136 Early Childhood Mental Health Consultation Services**

#### **I. Summary**

Through RFP# 202009136, the Department sought proposals for Early Childhood Mental Health Consultation Services for 5 Pilot Sites. Bidders responding to each Pilot Site include:

- Pilot Site 1 – Community Care and Northeast Family Services of Maine
- Pilot Site 2 – Northeast Family Services of Maine
- Pilot Site 3 – Community Care, Community Health and Counseling Services, MaineGeneral Medical Center, and Northeast Family Services of Maine
- Pilot Site 4 – Community Care and Penquis C.A.P., Inc.
- Pilot Site 5 – Aroostook Mental Health Services, Community Health and Counseling Services, and The Northern Lighthouse, Inc.

Through the evaluation process: Community Care for Pilot Site 1 and 4 and Community Health and Counseling Services for Pilot Site 3 and 5 were the highest scoring bidders.

#### **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**

The Evaluation Team determined Community Care and Community Health and Counseling Services bring quality experience which contributed to the overall scores assigned by the evaluation team. This experience for each of the Bidders will contribute to the Department's expectations for these Early Childhood Mental Health Consultation Services in each of the Pilot Sites.

#### **IV. Proposed Services**

The Evaluation Team determined Community Care and Community Health and Counseling Services each propose providing the Early Childhood Mental Health Consultation Services at the best benefit to Maine residents.

#### **V. Cost Proposal**

- Pilot Site 1 – Community Care \$253,555
- Pilot Site 3 – Community Health and Counseling Services \$190,519
- Pilot Site 4 – Community Care \$253,555
- Pilot Site 5 – Community Health and Counseling Services \$190,519

## **VI. Conclusion**

The strengths of Community Care and Community Health and Counseling Services outweighed the other Bidders through both their qualification and experience as well as the services they intend to provide through the RFP. The Evaluation Team has determined the proposals submitted by Community Care and Community Health and Counseling Services represents the best value to the State of Maine.

**From:** [Charette, Thomas](#)  
**To:** [djacques@amhc.org](mailto:djacques@amhc.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - AMHS  
**Date:** Tuesday, October 13, 2020 10:51:18 AM  
**Attachments:** [AL RFP 202009136 AMHS.pdf](#)

---

Good morning Ms. Jacques,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [djacques@amhc.org](mailto:djacques@amhc.org)

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

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Ms. Jacques,

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

- Pilot Site 1 (Cumberland) – Community Care
- Pilot Site 2 (Androscoggin) – No Award
- Pilot Site 3 (Kennebec) – Community Health and Counseling Services
- Pilot Site 4 (Penobscot) – Community Care
- Pilot Site 5 (Aroostook) – Community Health and Counseling Services

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

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5...

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**From:** [Charette, Thomas](#)  
**To:** [jstevenson@comcareme.org](mailto:jstevenson@comcareme.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - CC  
**Date:** Tuesday, October 13, 2020 10:54:19 AM  
**Attachments:** [AL RFP 202009136 CC.pdf](#)

---

Good morning Ms. Stevenson,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [jstevenson@comcareme.org](mailto:jstevenson@comcareme.org)

Community Care  
Jody Stevenson, Development Director  
40 Summer Street  
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Ms. Stevenson,

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

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

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**From:** [Charette, Thomas](#)  
**To:** [dhamilton@chcs-me.org](mailto:dhamilton@chcs-me.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - CHCS  
**Date:** Tuesday, October 13, 2020 10:57:27 AM  
**Attachments:** [AL RFP 202009136 CHCS.pdf](#)

---

Good morning Mr. Hamilton,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [dhamilton@chcs-me.org](mailto:dhamilton@chcs-me.org)

Community Health and Counseling Services  
Dale Hamilton, Executive Director  
42 Cedar Street  
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Mr. Hamilton,

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

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**From:** [Charette, Thomas](#)  
**To:** [liam.shaw@mainegeneral.org](mailto:liam.shaw@mainegeneral.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - MGMC  
**Date:** Tuesday, October 13, 2020 10:57:52 AM  
**Attachments:** [AL RFP 202009136 MGMC.pdf](#)

---

Good morning Mr. Shaw,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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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)

October 13, 2020

Via Electronic Mail: [liam.shaw@mainegeneral.org](mailto:liam.shaw@mainegeneral.org)

MaineGeneral Medical Center  
Liam Shaw, Community Programs Coordinator  
6 East Chestnut Street  
Augusta, ME 043330

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Mr. Shaw,

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

- Pilot Site 1 (Cumberland) – Community Care
- Pilot Site 2 (Androscoggin) – No Award
- Pilot Site 3 (Kennebec) – Community Health and Counseling Services
- Pilot Site 4 (Penobscot) – Community Care
- Pilot Site 5 (Aroostook) – Community Health and Counseling Services

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

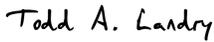
As stated in the RFP, following announcement of these award decisions, all submissions in response to the RFP are public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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

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

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

Sincerely,

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

**From:** [Charette, Thomas](#)  
**To:** [nturner@ne-family.com](mailto:nturner@ne-family.com)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - NEF  
**Date:** Tuesday, October 13, 2020 10:58:37 AM  
**Attachments:** [AL RFP 202009136 NFSM.pdf](#)

---

Good morning,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [nturner@ne-family.com](mailto:nturner@ne-family.com)

Northeast Family Services of Maine  
Nidhi Turner, Senior VP  
5 Bragdon Lane  
Kennebunk, ME 04043

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Nidhi Turner,

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

- Pilot Site 1 (Cumberland) – Community Care
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These awardees received the evaluation team's highest score within the respective districts. The Department will contact each awardee soon to negotiate contracts. Conditional Contract Awards are subject to execution of written contracts and, as a result, this Notice does NOT constitute the formation of a contract between the Department and any awardee. No awardee shall acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed by both parties. The Department reserves the right to cancel a Conditional Contract Award for any or all districts at any time prior to execution of a contract.

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5...

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**From:** [Charette, Thomas](#)  
**To:** [blake.hatt@tnlh.org](mailto:blake.hatt@tnlh.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - TNLH  
**Date:** Tuesday, October 13, 2020 10:59:40 AM  
**Attachments:** [AL RFP 202009136 TNL.pdf](#)

---

Good morning,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [blake.hatt@tnlh.org](mailto:blake.hatt@tnlh.org)

The Northern Lighthouse, Inc.  
Blake Hatt, Director of Operations  
172 Academy Street  
Presque Isle, ME 04769

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Blake Hatt,

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

- Pilot Site 1 (Cumberland) – Community Care
- Pilot Site 2 (Androscoggin) – No Award
- Pilot Site 3 (Kennebec) – Community Health and Counseling Services
- Pilot Site 4 (Penobscot) – Community Care
- Pilot Site 5 (Aroostook) – Community Health and Counseling Services

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

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**From:** [Charette, Thomas](#)  
**To:** [tmathieu@penquis.org](mailto:tmathieu@penquis.org)  
**Cc:** [Charette, Thomas](#)  
**Subject:** Proposal Evaluation Notification for Office of Child and Family Services RFP 202009136 - PCAP  
**Date:** Tuesday, October 13, 2020 10:59:59 AM  
**Attachments:** [AL RFP 202009136 PCAP.pdf](#)

---

Good morning Ms. Mathieu,

The Department's Evaluation Team concluded the evaluations of all proposals submitted for RFP 202009136 Early Childhood Mental Health Consultation Services.

The attached letter identifies the awarded Bidders 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](mailto:RFP.DHHS@maine.gov)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 13, 2020

Via Electronic Mail: [tmathieu@penquis.org](mailto:tmathieu@penquis.org)

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

SUBJECT: Notice of Conditional Contract Awards under RFP #202009136, Early Childhood  
Mental Health Consultation Services

Dear Ms. Mathieu,

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

Pilot Site 1 (Cumberland) – Community Care  
Pilot Site 2 (Androscoggin) – No Award  
Pilot Site 3 (Kennebec) – Community Health and Counseling Services  
Pilot Site 4 (Penobscot) – Community Care  
Pilot Site 5 (Aroostook) – Community Health and Counseling Services

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

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

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

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

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

Sincerely,

DocuSigned by:

*Todd A. Landry*

77B44F528C2C4D5...

Todd A. Landry, Ed D.

Director

Office of Child and Family Services

Maine Department of Health and Human Services

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Community Care

**DATE:** October 7, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
	<u>Points Awarded:</u>	
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>17.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>33.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>22.20</b>	
Budget Narrative (Max 5 Points)	<b>4.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>76.20</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 17.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"> <li>• In business for 25 years.</li> <li>• Demonstrated knowledge of cultural strengths and needs, but lacked detail with experience.</li> <li>• Formal MOU's experience with schools.</li> <li>• 3 letters of support attached.</li> </ul>
2. Subcontractors
<ul style="list-style-type: none"> <li>• None.</li> </ul>
3. Organizational Chart
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• None.</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• Appears financially viable.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Mental health and substance abuse license provided.</li> <li>• Indication of a site review being performed with a correction action plan but did not include the site review report with the bid.</li> <li>• Accredited by the Counsel on Accreditation (COA).</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Provided, workers compensation valid, rest of the policy expired 9/15/20.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136  
**RFP TITLE:** Early Childhood Mental Health Consultation Services  
**PILOT SITE #:** 1  
**BIDDER:** Community Care  
**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40      Score: 33.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Provided a detailed response to the policies and procedures for infection control practices.
B. Early Childhood Consultation Partnership (ECCP) Services
• Articulated a good understanding of the ECCP model.
• Provided a detailed chart that shows they understand service delivery.
C. Information Technology Requirements
• Understanding of the current MACWIS will be valuable to the implementation of the ECCP technology requirements and use of EIS.
• Intends to document services within 48 hours.
• Proposes using telehealth account to conduct services due to COVID-19.
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
• Has a HIPAA compliance officer specifically responsible for the PHI or other individually identifying information including responding to breaches when they occur.
• Proposes quarterly compliance reviews.
F. Staff Background Check Requirements
G. Staffing Requirements
• Proposes a solid recruitment and retention plan.
• Indicates additional managerial oversight which may not be necessary to the services.
H. Staff Training and Supervision
I. Performance Measures
• Proposes a dedicated performance quality team that oversees the monitoring of goals, targets, and indicators.
J. Reports
• Proposes to meet all requirements of the department and other entities.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

2. Staffing
3. Implementation Work Plan
• Work plan does not extend through 9/30/2022, ends 1/1/21.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 22.20**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$187,644.00	÷	\$253,555.00	x	30 points	=	22.20

**Budget Narrative**

**Total Points Available: 5**

**Score: 4.00**

**Evaluation Team Comments:**

Provided a detailed budget narrative to support the proposed cost.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
	<u>Points Awarded:</u>	
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>10.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>10.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>30.00</b>	
Budget Narrative (Max 5 Points)	<b>2.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>52.00</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

**PILOT SITE #: 1**

**BIDDER: Northeast Family Services of Maine**

**DATE: October 7, 2020**

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 10.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• Did not describe their qualifications and skills as listed in the RFP.</li><li>• Did not demonstrate knowledge of the cultural strengths and needs of the pilot site.</li><li>• Did not clearly describe their capacity to partner with Early Care Settings, Education Settings, Caregivers and/or Resource Families.</li><li>• Provided 4 letters of support.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• None.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Provided a consolidated 4-year report, however there was a statement indicating they were not audited or reviewed by a CPA.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Provided.</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 10.00**

\*\*\*\*\*

**Evaluation Team Comments: The bidder's response to proposed services was unorganized with multiple copy and pastes from the RFP.**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Did not describe how they would maintain licensing requirements and compliance with licensing standards.
B. Early Childhood Consultation Partnership (ECCP) Services
• Did not describe the methods and resources to implementing the ECCP model.
• Response did not provide evidence of a clear understanding of the ECCP model.
C. Information Technology Requirements
D. Client Record
• Indicates using their own system, not EIS which is required in the RFP.
E. Confidentiality of Protected Health Information (PHI)
F. Staff Background Check Requirements
G. Staffing Requirements
• Did not describe a plan to hire and retain highly qualified staff.
H. Staff Training and Supervision
I. Performance Measures
• Proposes utilization of Board-Certified Behavioral Analyst (BCBA), which should have been indicated under their response to Part II, B.
J. Reports
2. Staffing
• Did not include job descriptions, resumes, or a staff plan.
3. Implementation Work Plan
• Provided description, but no timeline chart.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION IV  
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
\$187,644.00	÷	\$187,644.00	x	30 points	=	30.00

**Budget Narrative**

**Total Points Available: 5**

**Score: 2.00**

**Evaluation Team Comments:**

Budget Narrative lacked detail of all expenses related to the cost for providing services.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

The Bidder did not provide a response to Part IV, Section II Organization Qualification and Experience. Therefore, the evaluation team determined to disqualify the Bidder’s proposal pursuant to Part IV “...failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive...”

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Care

**DATE:** October 7, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>15.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>33.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>22.20</b>	
Budget Narrative (Max 5 Points)	<b>4.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>74.20</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 15.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"> <li>• In business for 25 years.</li> <li>• Formal MOU's experience with schools.</li> <li>• Provided a brief history of the county but did not provide knowledge of the cultural strengths and needs of the county and lacked detail with experience.</li> <li>• 3 letters of support attached.</li> </ul>
2. Subcontractors
<ul style="list-style-type: none"> <li>• None.</li> </ul>
3. Organizational Chart
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• None.</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• Appears financially viable.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Mental health and substance abuse license provided.</li> <li>• Indication of a site review being performed with a correction action plan, but did not include the site review report with the bid.</li> <li>• Accredited by the Counsel on Accreditation (COA).</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Provided, workers compensation valid, rest of the policy expired 9/15/20.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 33.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> <li>• Provided a detailed response to the policies and procedures for infection control practices.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services
<ul style="list-style-type: none"> <li>• Articulated a good understanding of the ECCP model.</li> <li>• Provided a detailed chart that shows they understand service delivery.</li> </ul>
C. Information Technology Requirements
<ul style="list-style-type: none"> <li>• Understanding of the current MACWIS will be valuable to the implementation of the ECCP technology requirements and use of EIS.</li> <li>• Intends to document services within 48 hours.</li> <li>• Proposes using telehealth account to conduct services due to COVID-19.</li> </ul>
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> <li>• Has a HIPAA compliance officer specifically responsible for the PHI or other individually identifying information including responding to breaches when they occur.</li> <li>• Proposes quarterly compliance reviews.</li> </ul>
F. Staff Background Check Requirements
G. Staffing Requirements
<ul style="list-style-type: none"> <li>• Proposes a solid recruitment and retention plan.</li> <li>• Indicates additional managerial oversight which may not be necessary to the services.</li> </ul>
H. Staff Training and Supervision
I. Performance Measures
<ul style="list-style-type: none"> <li>• Proposes a dedicated performance quality team that oversees the monitoring of goals, targets, and indicators.</li> </ul>
J. Reports
<ul style="list-style-type: none"> <li>• Proposes to meet all requirements of the department and other entities.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

2. Staffing
3. Implementation Work Plan
• Work plan does not extend through 9/30/2022, ends 1/1/21.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Care

**DATE:** October 7, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 22.20**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$187,644.00	÷	\$253,555.00	x	30 points	=	22.20

**Budget Narrative**

**Total Points Available: 5**

**Score: 4.00**

**Evaluation Team Comments:**

Provided a detailed budget narrative to support the proposed cost.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>15.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>31.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>29.55</b>	
Budget Narrative (Max 5 Points)	<b>3.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>78.55</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 15.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"> <li>• Providing services for over 75 years.</li> <li>• Has a strong staffing capacity to provide services within the pilot area to be served.</li> <li>• Provided detail on culturally responsive practices that they have employed in several services.</li> <li>• Did not specifically address cultural needs and composition of Kennebec County.</li> <li>• Provided experience with their capacity to partner with resource families and education settings.</li> <li>• Provided 6 letters of support provided from foster families.</li> <li>• Provided 3 projects that didn't demonstrate a strong link to the ECCP model.</li> </ul>
2. Subcontractors
<ul style="list-style-type: none"> <li>• None.</li> </ul>
3. Organizational Chart
<ul style="list-style-type: none"> <li>• Provided a clear chart and showed where the ECCP is relative to the organization.</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• Provided.</li> <li>• Appear financially viable.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 31.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> <li>• Indicates offices in Augusta and Skowhegan.</li> <li>• Lacked detail with their infection control policy and procedures.</li> <li>• Did not described the methods and resources to ensure compliance with licensing requirements.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services
<ul style="list-style-type: none"> <li>• Proposes an implementation team.</li> <li>• Response was detailed to explain how they would implement aspects of the services including the specific steps to be performed.</li> <li>• Included the process for dissemination and collection of the satisfaction survey and anticipates a response rate of 80%.</li> <li>• Did not differentiate each level of service to demonstrate an understanding of the model.</li> </ul>
C. Information Technology Requirements
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> <li>• Has a dedicated health information manager/chief privacy officer.</li> </ul>
F. Staff Background Check Requirements
<ul style="list-style-type: none"> <li>• Participates in the Maine background check center.</li> </ul>
G. Staffing Requirements
<ul style="list-style-type: none"> <li>• Provided a plan to pre-advertise for staff.</li> <li>• Provided a detailed plan to ensure low attrition.</li> </ul>
H. Staff Training and Supervision
I. Performance Measures
<ul style="list-style-type: none"> <li>• Proposes assurances that they have the ability to track performance metrics but did not provide a plan to address them specifically.</li> </ul>
J. Reports

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

2. Staffing
<ul style="list-style-type: none"><li>• Acknowledges the need for backup if consultant is unable to work.</li></ul>
3. Implementation Work Plan
<ul style="list-style-type: none"><li>• Provided a detailed workplan.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 29.55**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$187,644.00	÷	\$190,519.00	x	30 points	=	29.55

**Budget Narrative**

**Total Points Available: 5**

**Score: 3.00**

**Evaluation Team Comments:**

Budget narrative minimally met the requirement.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** MaineGeneral Medical Center

**DATE:** 10/8/2020

\*\*\*\*\*

**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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
	<u>Points Awarded:</u>	
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>22.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>15.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>22.47</b>	
Budget Narrative (Max 5 Points)	<b>4.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>63.47</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

**PILOT SITE #: 3**

**BIDDER: MaineGeneral Medical Center**

**DATE: 10/8/2020**

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 22.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• Provided 1 letter of support from the Southern Kennebec Child Development Corporation (SKCDC).</li><li>• Demonstrates knowledge of cultural strengths and needs of Kennebec County and has staff who are able to meet the changing and growing demographics.</li><li>• Demonstrates delivering service to the Deaf and hard of hearing community.</li><li>• The Department has a positive history with bidder, staff is very knowledgeable, collaborative and responsive.</li><li>• Demonstrates their capacity to partner with Early Care Settings, Education Settings, Caregivers, and Resource Families as detailed in projects 1 &amp; 3.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided a clear chart.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• None.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Appear financially viable.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Provided.</li><li>• Did not respond to the site review report requirement.</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** MaineGeneral Medical Center

**DATE:** 10/8/2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 15.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
<ul style="list-style-type: none"> <li>• Facility in Augusta at the Ballard Center.</li> <li>• Indicates a robust COVID-19 procedure, however lack specific details regarding their procedures.</li> <li>• Did not specifically address office space, hours of operation, or the PPE policy.</li> <li>• Did not provide a detailed response to the licensing requirements.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services
<ul style="list-style-type: none"> <li>• Did not provide an understanding of the ECCP model, specifically the components of the ECCP model.</li> <li>• Narrative focused on obtaining referrals, but not on how the services would be delivered.</li> <li>• Did not address the dissemination of the satisfaction survey.</li> </ul>
C. Information Technology Requirements
<ul style="list-style-type: none"> <li>• Indicates they have an information technology department and a cybersecurity team.</li> </ul>
D. Client Record
<ul style="list-style-type: none"> <li>• EIS was not mentioned for the platform for data collection.</li> <li>• Did not address the points specifically but provided assurance to the department that they would adapt and implement requirements.</li> </ul>
E. Confidentiality of Protected Health Information (PHI)
<ul style="list-style-type: none"> <li>• Lacked details on specific practices around confidentiality beyond policy.</li> </ul>
F. Staff Background Check Requirements
<ul style="list-style-type: none"> <li>• Participates in the Maine Background Check Center.</li> </ul>
G. Staffing Requirements
<ul style="list-style-type: none"> <li>• Lacked detail on how they would attract and retain staff.</li> <li>• Information regarding inviting the Department to participate in interviews was found in the work plan.</li> <li>• Lacked detail on how they would provide administrative supervision to the consultant.</li> </ul>
H. Staff Training and Supervision
<ul style="list-style-type: none"> <li>• Assures they will meet requirements but lacked details as to how.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** MaineGeneral Medical Center

**DATE:** 10/8/2020

\*\*\*\*\*

I. Performance Measures
<ul style="list-style-type: none"><li>• Did not respond to the performance measures provided in the RFP.</li></ul>
J. Reports
2. Staffing
<ul style="list-style-type: none"><li>• Provided a detailed staffing plan that broke down the tasks and hours regarding the supervisor and clinician.</li></ul>
3. Implementation Work Plan
<ul style="list-style-type: none"><li>• Provided a detailed and comprehensive plan.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** MaineGeneral Medical Center

**DATE:** 10/8/2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 22.47**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$187,644.00	÷	\$250,510.00	x	30 points	=	22.47

**Budget Narrative**

**Total Points Available: 5**

**Score: 4.00**

**Evaluation Team Comments:**

Provided a detailed budget narrative to support the proposed cost.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

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**DEPARTMENT NAME:** Health and Human Services

**NAME OF RFP COORDINATOR:** Tom Charette

**NAMES OF EVALUATORS:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
	<u>Points Awarded:</u>	
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>10.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>10.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>30.00</b>	
Budget Narrative (Max 5 Points)	<b>2.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>52.00</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 10.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• Did not describe their qualifications and skills as listed in the RFP.</li><li>• Did not demonstrate knowledge of the cultural strengths and needs of the pilot site.</li><li>• Did not clearly describe their capacity to partner with Early Care Settings, Education Settings, Caregivers and/or Resource Families.</li><li>• Provided 4 letters of support.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• None.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Provided a consolidated 4-year report, however there was a statement indicating they were not audited or reviewed by a CPA.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Provided.</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 10.00**

\*\*\*\*\*

**Evaluation Team Comments: The bidder's response to proposed services was unorganized with multiple copy and pastes from the RFP.**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Did not describe how they would maintain licensing requirements and compliance with licensing standards.
B. Early Childhood Consultation Partnership (ECCP) Services
• Did not describe the methods and resources to implementing the ECCP model.
• Response did not provide evidence of a clear understanding of the ECCP model.
C. Information Technology Requirements
D. Client Record
• Indicates using their own system, not EIS which is required in the RFP.
E. Confidentiality of Protected Health Information (PHI)
F. Staff Background Check Requirements
G. Staffing Requirements
• Did not describe a plan to hire and retain highly qualified staff.
H. Staff Training and Supervision
I. Performance Measures
• Proposes utilization of Board-Certified Behavioral Analyst (BCBA), which should have been indicated under their response to Part II, B.
J. Reports
2. Staffing
• Bidder did not include job descriptions, resumes, or a staff plan.
3. Implementation Work Plan
• Provided description, but no timeline chart.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER:** Northeast Family Services of Maine

**DATE:** October 7, 2020

\*\*\*\*\*

**EVALUATION OF SECTION IV  
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
\$187,644.00	÷	\$187,644.00	x	30 points	=	30.00

**Budget Narrative**

**Total Points Available: 5**

**Score: 2.00**

**Evaluation Team Comments:**

Budget Narrative lacked detail of all expenses related to the cost for providing services.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Community Care

**DATE:** October 8, 2020

\*\*\*\*\*

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**DEPARTMENT NAME:** Health and Human Services

**NAME OF RFP COORDINATOR:** Tom Charette

**NAMES OF EVALUATORS:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>15.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>33.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>29.60</b>	
Budget Narrative (Max 5 Points)	<b>4.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>81.60</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Community Care

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 15.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• In business for 25 years.</li><li>• Formal MOU's experience with schools.</li><li>• Demonstrated knowledge of cultural strengths and needs including the presence of the Penobscot Nation, but lacked detail with experience.</li><li>• 3 letters of support attached.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• None.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Appears financially viable.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Mental health and substance abuse license provided.</li><li>• Indication of a site review being performed with a correction action plan, but did not include the site review report with the bid.</li><li>• Accredited by the Counsel on Accreditation (COA).</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided, workers compensation valid, rest of the policy expired 9/15/20.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Community Care

**DATE:** October 8, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 33.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Provided a detailed response to the policies and procedures for infection control practices.
B. Early Childhood Consultation Partnership (ECCP) Services
• Articulated a good understanding of the ECCP model.
• Provided a detailed chart that shows they understand service delivery.
C. Information Technology Requirements
• Understanding of the current MACWIS will be valuable to the implementation of the ECCP technology requirements and use of EIS.
• Intends to document services within 48 hours.
• Proposes using telehealth account to conduct services due to COVID-19.
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
• The agency has a HIPAA compliance officer specifically responsible for the PHI or other individually identifying information including responding to breaches when they occur.
• Proposes quarterly compliance reviews.
F. Staff Background Check Requirements
G. Staffing Requirements
• Proposes a solid recruitment and retention plan.
• Indicates additional managerial oversight which may not be necessary to the services.
H. Staff Training and Supervision
I. Performance Measures
• Proposes a dedicated performance quality team that oversees the monitoring of goals, targets, and indicators.
J. Reports
• Proposes to meet all requirements of the department and other entities.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Community Care

**DATE:** October 8, 2020

\*\*\*\*\*

2. Staffing
3. Implementation Work Plan
• Work plan does not extend through 9/30/2022, ends 1/1/21.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Community Care

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 29.60**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$250,151.00	÷	\$253,555.00	x	30 points	=	29.60

**Budget Narrative**

**Total Points Available: 5**

**Score: 4.00**

**Evaluation Team Comments:**

Provided a detailed budget narrative to support the proposed cost.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Penquis CAP

**DATE:** October 8, 2020

\*\*\*\*\*

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**DEPARTMENT NAME:** Health and Human Services

**NAME OF RFP COORDINATOR:** Tom Charette

**NAMES OF EVALUATORS:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
	<u>Points Awarded:</u>	
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>22.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>23.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>30.00</b>	
Budget Narrative (Max 5 Points)	<b>2.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>77.00</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Penquis CAP

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 22.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"> <li>• Has many parenting models in their portfolio.</li> <li>• 50 years' experience.</li> <li>• Provided a comprehensive statement of qualifications related to the agency's philosophical approach, which highlights service delivery that is client centered, culturally competent, strength based, collaborative and family centered.</li> <li>• The bidder demonstrated a clear knowledge of cultural strengths and needs that is embedded in their programming.</li> <li>• Has head start and early head start on site, experience with early childhood.</li> <li>• History with the Department has been collaborative and responsive.</li> <li>• No letter of support provided.</li> </ul>
2. Subcontractors
<ul style="list-style-type: none"> <li>• None.</li> </ul>
3. Organizational Chart
<ul style="list-style-type: none"> <li>• Provided a thorough organizational chart.</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• None.</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• Appears financially viable.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Provided a copy of their mental health license.</li> <li>• Provided site review report.</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Penquis CAP

**DATE:** October 8, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 23.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Lacked detail on how the PPE would be provided to the consultant.
B. Early Childhood Consultation Partnership (ECCP) Services
• Implementation plan for ECCP services provided, however lacked details.
• Identified community collaborative meetings that consultant may join.
C. Information Technology Requirements
D. Client Record
• Will use EIS.
E. Confidentiality of Protected Health Information (PHI)
F. Staff Background Check Requirements
G. Staffing Requirements
H. Staff Training and Supervision
I. Performance Measures
J. Reports
2. Staffing
• Indicates an office assistance and an office manager with very little hours.
• Provided a detailed staffing plan.
3. Implementation Work Plan
• Provided.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER:** Penquis CAP

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 30.00**

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Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$250,151.00	÷	\$250,151.00	x	30 points	=	30.00

**Budget Narrative**

**Total Points Available: 5**

**Score: 2.00**

**Evaluation Team Comments:**

Budget Narrative lacked detail of all expenses related to the cost for providing services.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Aroostook Mental Health Services

**DATE:** October 8, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

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**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>19.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>26.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>21.18</b>	
Budget Narrative (Max 5 Points)	<b>4.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>70.18</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

**PILOT SITE #: 5**

**BIDDER: Aroostook Mental Health Services**

**DATE: October 8, 2020**

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 19.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• 56 years of service.</li><li>• Did not demonstrate cultural strengths or needs or describe their experience with issues relate to diversity and inclusion or culturally competent and responsive services.</li><li>• 3 letters of support provided.</li><li>• The Department has a positive history with them.</li><li>• Has an existing consulting relationship with the head start provider in the county demonstrating their capacity to partner with Early Childhood and Education Settings.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided a detailed organizational chart.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• Provided.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Appear financially viable.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Provided copy of their Mental Health license.</li><li>• Did not provide a site review report.</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided. WC expired in May 2020. Rest is valid until 1/31/2021.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Aroostook Mental Health Services

**DATE:** October 8, 2020

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**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 26.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Office location in Presque Isle.
• Addressed PPE and protocols of health and safety for the staff and community but did not described how it would be done.
B. Early Childhood Consultation Partnership (ECCP) Services
• Provided a detailed response with an understanding of the ECCP model.
• Demonstrates a plan to implement services by partnering with ACAP and other early education settings.
C. Information Technology Requirements
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
F. Staff Background Check Requirements
• Participate in the Maine Background Check Center.
G. Staffing Requirements
• Lacked detail how they would assure the ability to attract and reach highly qualified staff.
H. Staff Training and Supervision
• Did not address the MRTQ requirements.
I. Performance Measures
J. Reports
2. Staffing
• Did not describe how the proposed minimum qualifications will be met.
• Proposes to dedicate .25 FTE's to administrative support, but lacks detail to justify the need for the staff.
3. Implementation Work Plan

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Aroostook Mental Health Services

**DATE:** October 8, 2020

\*\*\*\*\*

- |  |
|--|
| <ul style="list-style-type: none"><li>• Provided a work plan based on a quarterly basis for the first year.</li><li>• Plan indicates the ECCP training will span multiple quarters, which is not congruent with the RFP.</li></ul> |
|--|

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Aroostook Mental Health Services

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 21.18**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$162,732.00	÷	\$230,547.00	x	30 points	=	21.18

**Budget Narrative**

**Total Points Available: 5**

**Score: 4.00**

**Evaluation Team Comments:**

Provided a detailed budget narrative to support the proposed cost.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>15.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>31.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>25.62</b>	
Budget Narrative (Max 5 Points)	<b>3.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>74.62</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 15.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"> <li>• Providing services for over 75 years.</li> <li>• Has a strong staffing capacity to provide services within the pilot area to be served.</li> <li>• Provided detail on culturally responsive practices that they have employed in several services.</li> <li>• Did not specifically address cultural needs and composition of Aroostook County.</li> <li>• Provided experience with their capacity to partner with resource families and education settings.</li> <li>• Provided 6 letters of support provided from foster families.</li> <li>• Provided 3 projects that didn't demonstrate a strong link to the ECCP model.</li> </ul>
2. Subcontractors
<ul style="list-style-type: none"> <li>• None.</li> </ul>
3. Organizational Chart
<ul style="list-style-type: none"> <li>• Provided a clear chart and showed where the ECCP is relative to the organization.</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• Provided.</li> <li>• Appear financially viable.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Provided.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 31.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Indicates offices in Caribou and Houlton.
• Lacked detail with their infection control policy and procedures.
• Did not described the methods and resources to ensure compliance with licensing requirements.
B. Early Childhood Consultation Partnership (ECCP) Services
• Proposes an implementation team.
• Response was detailed to explain how they would implement aspects of the services including the specific steps to be performed.
• Included the process for dissemination and collection of the satisfaction survey and anticipates a response rate of 80%.
• Did not differentiate each level of service to demonstrate an understanding of the model.
C. Information Technology Requirements
D. Client Record
E. Confidentiality of Protected Health Information (PHI)
• Has a dedicated health information manager/chief privacy officer.
F. Staff Background Check Requirements
• Participates in the Maine background check center.
G. Staffing Requirements
• Provided a plan to pre-advertise for staff.
• Provided a detailed plan to ensure low attrition.
H. Staff Training and Supervision
I. Performance Measures
• Proposes assurances that they have the ability to track performance metrics, but did not provide a plan to address them specifically.
J. Reports

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

2. Staffing
<ul style="list-style-type: none"><li>• Acknowledges the need for backup if consultant is unable to work.</li></ul>
3. Implementation Work Plan
<ul style="list-style-type: none"><li>• Provided a detailed workplan.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** Community Health and Counseling Services

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 30**

**Score: 25.62**

\*\*\*\*\*

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$162,732.00	÷	\$190,519.00	x	30 points	=	25.62

**Budget Narrative**

**Total Points Available: 5**

**Score: 3.00**

**Evaluation Team Comments:**

Budget narrative minimally met the requirement.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** The Northern Lighthouse, Inc.

**DATE:** October 8, 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:** Amy Beaulieu, Crystal Arbour, Dan Dresser, Dean Bugaj, Lauren Moumouris

\*\*\*\*\*

**SUMMARY PAGE**

<b>Pass/Fail Criteria</b>		
Section I. – Eligibility Requirements (File 1)	<u>Pass:</u>	<u>Fail:</u>
◆ Not Applicable		
		<u>Points Awarded:</u>
<b>Numerical Score:</b>		
Section II. Organization Qualifications and Experience (Max: 25 Points)	<b>13.00</b>	
Section III: Proposed Services (Max: 40 Points)	<b>12.00</b>	
Section IV. Cost Proposal (Max: 30 Points)	<b>30.00</b>	
Budget Narrative (Max 5 Points)	<b>2.00</b>	
<b>TOTAL POINTS</b> (Max: 100 Points)	<b>57.00</b>	

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** The Northern Lighthouse, Inc.

**DATE:** October 8, 2020

\*\*\*\*\*

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

**Total Points Available: 25**

**Score: 13.00**

\*\*\*\*\*

**Evaluation Team Comments:**

Part IV. Section II. Organizational Qualification and Experience (File #2)
1. Overview of the Organization
<ul style="list-style-type: none"><li>• 19 years of experience.</li><li>• Did not demonstrate a strong knowledge of the cultural strength and needs of the county or experience addressing needs related to diversity and inclusion or with culturally competent and responsive services.</li><li>• Provided a detailed description to partner with educational settings.</li><li>• Provided a support letter from ACAP.</li><li>• Projects listed were services they provided ACT and case management, which is not directly relevant to the services requested in the RFP.</li><li>• Indicates they use the whole family approach.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li>• None.</li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li>• Provided, however it is unclear where ECCP will fit in the organization.</li></ul>
4. Litigation
<ul style="list-style-type: none"><li>• None.</li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li>• Did not provide the three most recent years of financial statements audited or reviewed by a CPA.</li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li>• Provided.</li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li>• Provided, but not valid.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #: 202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

**PILOT SITE #: 5**

**BIDDER: The Northern Lighthouse, Inc.**

**DATE: October 8, 2020**

\*\*\*\*\*

**EVALUATION OF SECTION III  
Proposed Services**

**Total Points Available: 40**

**Score: 12.00**

\*\*\*\*\*

**Evaluation Team Comments: The Bidder’s proposal did not follow the outline of the RFP making it difficult for the evaluation team to follow.**

Part IV. Section III. Proposed Services (File #3)
1. Services to be Provided (Part II of the RFP)
A. Facilities and Operational Requirements
• Indicates availability of 4 Office locations.
• Provided documentation of their infection control and policies, however it appears to be out of date.
B. Early Childhood Consultation Partnership (ECCP) Services
• Did not demonstrate knowledge of the ECCP model and implementing with fidelity.
• Concerns that the bidder will only be partnering with ACAP and not expanding the services throughout the county.
C. Information Technology Requirements
D. Client Record
• Proposes to duplicate client records, EIS and PIMSY.
E. Confidentiality of Protected Health Information (PHI)
F. Staff Background Check Requirements
G. Staffing Requirements
H. Staff Training and Supervision
I. Performance Measures
• Indicates they “will strive” to meet the performance requirements.
J. Reports
2. Staffing
• Staffing plan is unclear and incomplete.
3. Implementation Work Plan

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER:** The Northern Lighthouse, Inc.

**DATE:** October 8, 2020

\*\*\*\*\*

**EVALUATION OF SECTION IV  
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
\$162,732.00	÷	\$162,732.00	x	30 points	=	30.00

**Budget Narrative**

**Total Points Available: 5**

**Score: 2.00**

**Evaluation Team Comments:**

Budget Narrative lacked detail of all expenses related to the cost for providing services.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 1

**BIDDER NAME:** Community Care

**DATE:** 10/05/2020

**EVALUATOR NAME:** Crystal Arbour

**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:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• I- Diversity of County noted
2. Subcontractors (Bidder met the minimum requirements of this section)
• P- Not subcontracting
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 1

**BIDDER NAME:** Community Care

**DATE:** 10/05/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P - Systems
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• P-increased hire since COVID
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has had formal agreements through MOUs with schools to provide mental health consultation.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: No licensing site review attached. Emails reference a Plan of Correction with no documentation of that.</li> <li>• I: Has accreditation through COA.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Provided detailed policies and procedures for infection control due to COVID-19.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Articulated a good understanding of each level of service in the model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Deep experience using MACWIS and working with DHHS to integrate a complicated data system.</li> <li>• Q: Consultants should enter data into EIS following each service. Proposal states Consultants expected to enter data weekly.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Did not reference using Maine Background Check Center as required of licensed agencies although the individual check requirements are referenced.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Has solid agency-wide recruitment and retention plan.</li> <li>• I: Has increased staffing 12% since COVID-19 onset.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Supervisor identified has experience in Infant Mental Health/DECA tool.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a QI system, using PDSA model.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• N: Work plan does not cover entire award period as requested in RFP (through 9/20/22).

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1 Cumberland (Saco)

**BIDDER NAME:** Community Care

**DATE:** 10/5/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I – Established since 1995, accredited with COA since 2005.</li> <li>• Gave three relevant examples of related programs</li> <li>• Bidder gave rich description of cultural needs but lacked detail on how they address those needs.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcontractors planned</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart for the proposed program supplied with proposed FTE</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – no litigation noted</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 3 years of audited financials from Berry Dunn supplied</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present, but reference to corrective action plan and site review not attached.</li> <li>• P - Accredited through COA</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• N – Liability insurance is expired. Only Workman's Comp appears to be current.</li> </ul>

**Individual Evaluator Comments:**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1 Cumberland (Saco)

**BIDDER NAME:** Community Care

**DATE:** 10/5/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P - submitted clear plan for addressing health and safety with COVID-19.</li> <li>• Reference to a Plan of Correction under licensing section but not plan submitted on how to address.</li> <li>• I – While this RFP is for Cumberland County, the proposed office of operation is in York County.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder showed understanding of ECCP model.</li> <li>• P – Bidder described evidence of success as reduction of unplanned and premature disruptions in placement.</li> <li>• P – Bidder listed staff objectives and described various types of interventions through the model – i.e. Child Specific Interventions, Core Classroom Interventions, Comprehensive Intensive Education-based Setting Services, and Satisfaction Surveys</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder has invested in telehealth technology in addition to meeting technology requirements.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P- Bidder has a dedicated HIPAA compliance officer and will conduct quarterly compliance reviews.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Minimum requirement met – mostly follows RFP description</li> <li>• P – solid recruitment and retention plan</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I - Bidder, while essentially following the RFP guideline, offered to have their program manager sit in on supervisions between consultant and ECCP to aid in knowledge and support of cases and data review.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Required metrics present</li> <li>• P- Bidder shows they have a QI system in place utilizing a dedicated quality improvement team.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Required reports and timelines present</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
3. Implementation Work Plan
<ul style="list-style-type: none"> <li>• N - Implantation work plan does not meet the standard ending on 1/1/21 instead of the required 9/30/22.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Community Care

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Cited research statistics for Cumberland Cty</li> <li>• Bidder mentions need for translators in the area</li> <li>• States service delivery providers have a steep learning curve. Pg 5</li> <li>• Bidder doesn't describe experience, only lists opposites such a "urban offices with an elevator to a one room meeting space in the community library of a small town".</li> <li>• 3 projects attached</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The org chart attached is only for the proposed service</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None within the past 5 years</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached, valid when issued on 5/22/2020. Expired 9/15/2020, only workers comp currently valid</li> </ul>

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**EVALUATOR NAME:** Daniel Dresser

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Licensed since established in 1995.</li> <li>• Office located in Saco</li> <li>• Bidder met the minimum requirements of this section</li> <li>• Infection control policies are included in proposal</li> <li>• Bidder states they are maintaining a supply of PPE. No mention of i, ii, or iii when discussing PPE</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Satisfaction survey is out of order(pg81)</li> <li>• 3a. no mention of 6-8 week time frame</li> <li>• Information for child specific intervention, Core Classroom Service, and Comprehensive Intensive Education setting based services is contained in charts instead of in the body of proposal.</li> <li>• No mention of 5 hrs of consultation per week for up to 8 months with a maximum of 120 hrs</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Increased staff 12% since onset of COVID</li> <li>• Voted "best places to work" for 6 straight years</li> </ul>

**STATE OF MAINE  
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• Strong internship program with various universities/colleges
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
• 3. Missing?
I. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
J. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
2. Staffing (Bidder met the minimum requirements of this section)
• Job descriptions and resumes attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Services begin 12/7/2020

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**PILOT SITE #:**1

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**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• The Bidder provided, on page 5, Cultural strengths and needs, and experience addressing needs related to issues of diversity and inclusion for Region#1.</li><li>• P:3 decades of experience working with youth, caregivers, and resource and birth families.</li><li>• The Bidder has formed countless educational and early care connections in the community to create seamless service delivery between the child's home and school environment.</li><li>• Holds national accreditation for Children and Families (COA) since 2005.</li><li>• Has been voted as one of the Best Places to Work in Maine six years in a row.</li><li>• Has a Child Placing License and Mental Health License.</li><li>• 1995: First program- Treatment Foster Care Program supports resource families specifically, a program that provides parent education, and resource parent support.</li><li>• 2004: Home and Community Treatment Services and Outpatient Mental Health Services that led to Clinical Consultation. This program had collaboration between education settings such as headstart, the Bidder's staff (clinician), and Teachers, Guidance counselors, and Administrators.</li><li>• 2014: Alternative Response Program: This Program requires extreme collaboration with the Department to ensure the safety and wellbeing of Children.</li><li>• Project One: RSU#63 Seems this service is similar to the ECCP as it is meeting the same goal of reducing expulsion. In 2019, CC entered into an MOU with RSU #63 (Dedham, Eddington and Holden) to provide on-site mental health services to youth to meet the therapy needs of youth attending grades Prek-12, creating a</li></ul>

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<p>seamless service delivery system through efficient access to clinical services. The clinical support offered to students has assisted youth in receiving mental health treatment resulting in behavior stabilization and subsequent capacity to self-contain within the school setting, avoiding suspension or expulsion. This project also included classroom observation, and support and professional development of the teachers involved. This project is still going on “CC continues to provide both the clinical consultation and on-site mental health services across all schools within RSU #63.”- A Letter of support from RSU#63 is attached stating that CC has provided Support services to RSU#63, demonstrating the connections that exist between this provider and the school system.</p> <p>Q: Is RSU the only school system CC is currently providing services to within Cumberland County?</p> <ul style="list-style-type: none"> <li>• Project 2: Millinocket School System The Bidder currently provides clinical intervention services to PreK-12 that includes therapy, clinical recommendations in the development of individualized action plans.</li> <li>• Project 3: Treatment foster care program, this program offers support and parent education to foster parents to support them in meeting their child’s social, emotional, and educational needs. A Letter of recommendation is attached; from a Treatment Foster Resource Parent who has received service from CC for 10 years.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CC is not using subcontractors or consultants.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Ex Director: David McCluskey Program Director: Jill Dionne LSW (.75FTE) ECCP Program Manager: Deanna Macomber (.2 FTE-8hrs/wk) ECC Consultant: (vacant) 1 FTE 40 hr/wk</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No litigation in the past 5 years.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attachment Five (5): <i>Financial Viability</i>, the Financial Statements with Independent Auditor’s Reports are included for Fiscal Years 2017, 2018, and 2019.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
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<ul style="list-style-type: none"> <li>• Page 56/60 has a mental health agency and Substance Abuse agency license that expires 7/20/20, with an email to confirm that the MH and SA licenses are considered active status. However the email leading up to that included reference to a corrective action plan.</li> <li>• The COA , Council on Accreditation is included on page 59/60.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Certificate included and valid.</li> </ul>

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 1.a-b. has had a mental health license since 1995, and will continue to demonstrate compliance.</li> <li>• 2.a.-c. Location provided:13 Park St. Saco, ME. Confirms that the Bidder can reach each ECE setting in Cumberland County within 2 hours. Office space available at location for 1 FTE Consultant and with regular hours of operation.</li> <li>• Currently following CDC guidelines, CC will extend the same protocols to the ECCP program. CC has purchased and is maintaining an adequate supply of PPE which is provided to staff, and will be provided to ECC staff to prevent the spread of COVID-19 and other infectious diseases per licensing standards.</li> <li>• The Bidder's Infection control procedure was provided on pages 3-6.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• B.1. Met the requirement and acknowledged the Model and service delivery expectations.</li> <li>• B.2. Satisfaction surveys are discussed on page 19/60 (bottom of 81).</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Response found on page 20/60: Meets the requirements of the section and also cites the Bidder has a tele-health account to conduct services via-telehealth due to the pandemic. The Bidder adds that while services will always be delivered in person, when possible, the use of tele-health tech will ensure disruptions in ECCP service delivery are avoided due to Covid-19.</li> </ul>

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D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Met the requirement on page 22/60.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Responded to all expectations of this section. P: The agency has a HIPAA Compliance officer specifically responsible for the protection of PHI or other individually identifying information, including responding to breaches if/when they occur.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Agency policy precludes employment prior to the results of the listed background checks.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>G.1. : Bidder listed the following plans to ensure they are attracting and retaining qualified staff: Prospector Program \$500 bonus; competitive wages, benefits, longevity wage increase system, Supportive Supervision; internship program.</li> <li>Met the requirements for G.2.-4. The Program Director will oversee the Program Manager who will serve as the ECC Consultant's Supervisor and provide overall program oversight to ensure the delivery of ECCP to fidelity, participating in all related trainings and supervision with the ECCP.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The Bidder addressed all expectations.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The Bidder has a "Performance quality improvement team" that will track and monitor goals target, indicators, and strategies included in this service proposal.</li> <li>The Bidder states they will partner with the Department to identify the most effective strategies to monitor program performance and effectiveness, maximizing both the opportunity to incorporate feedback from satisfaction surveys and the evaluation of the outcomes associated with each performance measure.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The Bidder states they will "meet all reporting requirements required by each contract held with the Department and other entities."</li> </ul>

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<p>2. Staffing (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"><li>• Job description were provided on pages 36-52: ECC; ECC Program Manager; Program Director; Executive Director; and Development Director.</li><li>• All resumes were included, including the requested resume for ECC Program Manager Seanna Macomber, who will be overseeing the Consultant.</li><li>• No subcontractors being used.</li><li>• Staffing plan starts on page 57. Refers to the Family Visitation Program? All other relevant information captured as requested.</li><li>•</li></ul>
<p>3. Implementation Work Plan (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"><li>• This plan starts on page 58/60.</li><li>• The first contract period as stated on page 9 of the RFP lists the initial period of performance as 11/1/2020- 9/30/22. The Q&amp;A answer #36 does show the implementation period starting in Dec 2020, but does not change the end date. The staffing plan provided ends 1/1/21.</li></ul>

**STATE OF MAINE  
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**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder addressed part a.</li> <li>• 4 letters of support were included from the following entities: Massachusetts Behavioral partnership; NFI North, Inc.;</li> <li>Malden Public Schools: Linden S.T.E.A.M. Academy; and</li> <li>Maine Behavioral Healthcare: MaineHealth</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Subcontractor section response found on page 30/31. The Bidder does not intend to use any subcontractors.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Org chart included.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None cited.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CPA financial statements and Independent Accountants' compilation report for 16-19 attached.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Email attached from DLC on page 22/31 dated April 2 2020 stating the Plan of correction has been accepted: the Bidder attached the Plan of correction. The attached Mental Health Agency License is effective from 3/20/2020 to 3/19/2022.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included and Valid.</li> </ul>

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**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Northeast Family Services maintains a Mental Health Agency License</li> <li>• 5 Bragdon Lane, Kennebunk, ME 04043</li> <li>• Bidder addresses 1,2, and 3, and included an infection control policy and procedures statement.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services
<ul style="list-style-type: none"> <li>• This is where the formatting of the response became confusing.</li> <li>• The Bidder confirmed they will implement the ECCP, then went into detail about qualification and experience delivering services related to early care and education settings.</li> <li>• Part B.2. regarding surveys is not addressed (Later found on page 22/23)</li> <li>• Part B.a-c. are minimally addressed.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Addressed the expectations of this section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder has an electronic health record system, Care logic, which is HIPAA compliant, and allows the various data points required by the RFP to be collected and organized.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder included their agency's Policy and Procedure Language.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Verified they will meet the requirements of the RFP.</li> </ul>
G. Staffing Requirements
<ul style="list-style-type: none"> <li>• G.1. was not addressed.</li> <li>• G.2. minimally addressed.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• H1.-4. Is minimally addressed.</li> </ul>

**STATE OF MAINE  
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**PILOT SITE #:** 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

I. Performance Measures (Bidder met the minimum requirements of this section) <ul style="list-style-type: none"><li>• Section was minimally addressed.</li><li>• Seems like the response that we were trying to get for B.1. is located here? BCBA's and behavioral therapists will be used to analyze recorded behavior? Is that part of the ECCP model?</li><li>• CARF accreditation is mentioned in this section.</li></ul>
J. Reports (Bidder met the minimum requirements of this section) <ul style="list-style-type: none"><li>• Minimally addressed on bottom of page 21/23.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section) <ul style="list-style-type: none"><li>• Could not find this information, did a search find for "staffing plan" with no results.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section) <ul style="list-style-type: none"><li>• The proposal indicates that there is a timeline chart attached, but I did not find an attachment in the file.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1- Cumberland County

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Bidder did not convey understanding of the cultural and ethnic diversity in Cumberland County. No mention of large community of refugee population, including new Mainers.</li> <li>• N: Experience cited was not related to early childhood settings or consultation.</li> <li>• N: No mention of organizational capacity to work with ECE programs or caregivers.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Cash flow down by 50% in past year.</li> <li>• N: Negative balance in savings.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Recent (March 2020) statement of deficiencies for bidder's agency license with multiple citations. Plan of Correction approved.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1- Cumberland County

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N: Did not adequately address satisfaction quality assurance as part of the model.
• N: This section was basically a restatement of the RFP narrative and added little to how the Bidder interpreted the requirements and how they would deliver the services within the framework and culture of their agency.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
• I: Suggested creating a guide to developmentally appropriate behavior for programs.
• I: Agency has access to a BCBA for consultation on behavior plans and positive behavior supports.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1- Cumberland County

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

J. Reports (Bidder met the minimum requirements of this section)
• N: This section is missing from the proposal.
2. Staffing (Bidder met the minimum requirements of this section)
• N: Not included.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• I: Bidder plans to hire via an internal transfer.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1 - Cumberland

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/5/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N – No organizational background or history supplied.</li> <li>• N – Bidders did not demonstrate knowledge of cultural strengths and needs of Cumberland County.</li> <li>• 3 programs supplied, not all relevant to the pilot.</li> <li>• N – Bidder did not clearly describe their ability to partner with early care settings.</li> <li>• I – the description of the HCT program and intersection with schools does not clearly align with policy requirements for billing the program to Medicaid.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcontractors planned</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart supplied</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – no litigation noted</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• N – No independently audited financials submitted</li> <li>• I – Licensing deficiency notice addressed the lack of independent audit on financials that appears to not have been addressed.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1 - Cumberland

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/5/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N - Bidder did not supply additional detail outside what is outlined in the RFP itself.
• N – Did not describe methods or detail of ECCP model.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
• N – EIS system is required for this RFP and the bidder proposed using their own data system.
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• N – Licensing deficiency noted on no evidence of use of Maine Background Check Center as required by state law. Proposal does not address use of the Background Check Center, 22 M.R.S.Ch. 1961, <i>The Maine Background Check Center Act</i> , and 10-144 C.M.R. Ch. 60, Maine Background Check Center Rule
• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.
G. Staffing Requirements
• Bid mostly follows RFP description
• N – Did not submit a plan on how they would recruit and retain staff.
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1 - Cumberland

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/5/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

• Minimum requirement met – mostly follows RFP description
I. Performance Measures
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing
• N – No job descriptions, resumes, or staffing plan supplied.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• N – Bidder’s RFP states a timeline is attached but reviewer does not see a timeline for review attached to this RFP.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provided list of needs of area</li> <li>• Bidder has worked with different ethnicities in Mass and RI</li> <li>• Try to hire professionals who "look like" the clientele</li> <li>• 3 projects attached</li> <li>• 4 letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Org chart was attached but I could not read</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Listed as none</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Currently licensed</li> <li>• Office located in Kennebunk</li> <li>• Policies for infection control are attached,</li> <li>• Bidder will provide PPE to employees, no mention of part i, ii, or iii.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Does not address 1a-1d</li> <li>• 2. Missing</li> <li>• Bidder responded to other points</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No specific mention of encryption to AES-256.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Part 1 not addressed</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

I. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
J. Reports (Bidder met the minimum requirements of this section)
• Section Missing
2. Staffing (Bidder met the minimum requirements of this section)
• Not attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Not attached

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• I-Cultural prospective
2. Subcontractors (Bidder met the minimum requirements of this section)
• P- No subcontracts
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 1

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Incomplete Section II documentation submitted. Missing documentation.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
•
2. Subcontractors
•
3. Organizational Chart
•
4. Litigation
•
5. Financial Viability
•
6. Licensure/Certification
•
7. Certificate of Insurance
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Bidder did not submit this section of the proposal, unable to review.

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
•
2. Subcontractors
•
3. Organizational Chart
•
4. Litigation
•
5. Financial Viability
•
6. Licensure/Certification
•
7. Certificate of Insurance
•

**Individual Evaluator Comments:**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N: Did not address satisfaction survey administration/quality assurance as part of the model.
• N: This section was basically a restatement of the RFP narrative and added little to how the Bidder interpreted the requirements and how they would deliver the services within the framework and culture of their agency.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
• I: Suggested creating a guide to developmentally appropriate behavior for programs.
• I: Agency has access to a BCBA for consultation on behavior plans and positive behavior supports.
J. Reports (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• N: This section is missing.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• I: Bidder plans to hire via an internal transfer.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2- Androscoggin

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"><li>N – Part IV - Section Missing from RFP – unclear if Cumberland submission is intended for all locations. Would be problematic to have a Kennebunk office location for Androscoggin County.</li></ul>
2. Subcontractors
<ul style="list-style-type: none"><li></li></ul>
3. Organizational Chart
<ul style="list-style-type: none"><li></li></ul>
4. Litigation
<ul style="list-style-type: none"><li></li></ul>
5. Financial Viability
<ul style="list-style-type: none"><li></li></ul>
6. Licensure/Certification
<ul style="list-style-type: none"><li></li></ul>
7. Certificate of Insurance
<ul style="list-style-type: none"><li></li></ul>

**Individual Evaluator Comments:**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2- Androscoggin

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• I – minimum requirement met, but Bidder did not supply additional detail outside what is outlined in the RFP itself.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• N – Licensing deficiency noted on no evidence of use of Maine Background Check Center as required by state law. Proposal does not address use of the Background Check Center, 22 M.R.S.Ch. 1961, <i>The Maine Background Check Center Act</i> , and 10-144 C.M.R. Ch. 60, Maine Background Check Center Rule
• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• Minimum requirement met – mostly follows RFP description
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
• Minimum requirement met – mostly follows RFP description
I. Performance Measures (Bidder met the minimum requirements of this section)
• Required metrics present

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2- Androscoggin

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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<ul style="list-style-type: none"><li>• P – The Bidder tied this section to the outcomes described in the RFP introduction and described how these will be measured/met.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
• Missing
2. Subcontractors
• Missing
3. Organizational Chart
• Not attached
4. Litigation
• Missing
5. Financial Viability
• Missing
6. Licensure/Certification
• Missing
7. Certificate of Insurance
• Missing

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• States they are licensed, but it is not attached</li> <li>• Office located in Kennebunk to serve Androscoggin County</li> <li>• Policies for infection control are attached,</li> <li>• Bidder will provide PPE to employees, no mention of part i, ii, or iii.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Does not address 1a-1d</li> <li>• 2. Missing</li> <li>• Bidder responded to other points</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No specific mention of encryption to AES-256.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No mention of department approval</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Part 1 not addressed</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Section Missing</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Not attached</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Why only two dates shown on timeline?</li><li>• What does "position" column represent</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
• Bidder did not respond to this section.
2. Subcontractors
• Bidder did not respond to this section.
3. Organizational Chart
• Bidder did not respond to this section.
4. Litigation
• Bidder did not respond to this section.
5. Financial Viability
• Bidder did not respond to this section.
6. Licensure/Certification
• Bidder did not respond to this section.
7. Certificate of Insurance
• Bidder did not respond to this section.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Northeast Family Services maintains a Mental Health Agency License</li> <li>• 5 Bragdon Lane, Kennebunk, ME 04043</li> <li>• Bidder addresses 1,2, and 3, and included an infection control policy and procedures statement.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• This is where the formatting of the response became confusing.</li> <li>• The Bidder confirmed they will implement the ECCP, then went into detail about qualification and experience delivering services related to early care and education settings.</li> <li>• Part B.2. regarding surveys is not addressed (Later found on page 22/23)</li> <li>• Part B.a-c. are minimally addressed.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Addressed the expectations of this section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder has an electronic health record system, Care logic, which is HIPAA compliant, and allows the various data points required by the RFP to be collected and organized.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder included their agency's Policy and Procedure Language.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Verified they will meet the requirements of the RFP.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• G.1. was not addressed.</li> <li>• G.2. minimally addressed.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 2

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• H1.-4. Is minimally addressed.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Section was minimally addressed.</li> <li>• Seems like the response that we were trying to get for B.1. is located here? BCBA's and behavioral therapists will be used to analyze recorded behavior? Is that part of the ECCP model?</li> <li>• CARF accreditation is mentioned in this section.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Minimally addressed on bottom of page 21/34.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Looks like appendix I is a job description for consultant and supervisor? And is followed by Kelly Lynn Harmon's resume. The staffing plan details on page 33 explain that Kelly is the proposed supervisor.</li> <li>• No subcontracts will be used.</li> <li>• Doesn't look like anyone but Kelly is included in the Staffing plan; staffing plan incomplete.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The project timeline is confusing.</li> <li>• Q: what do the numbers under the position column mean?</li> <li>• Q: Why are the people responsible on this timeline, not represented in the staffing plan?</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Community Care

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
•
2. Subcontractors (Bidder met the minimum requirements of this section)
• P- NO subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Community Care

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P - Systems
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P – impressive mission statement
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has had formal agreements through MOUs with schools to provide mental health consultation.</li> <li>• N: Bidder did not adequately address the cultural diversity aspects of Kennebec County and did not specify how they were qualified to address the cultural needs within the county.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: No licensing site review attached. Emails reference a Plan of Correction with no documentation of that.</li> <li>• I: Has accreditation through COA.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• N: Insurance certificate expired.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

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**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Provided detailed policies and procedures for infection control due to COVID-19.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Articulated a good understanding of each level of service in the model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Deep experience using MACWIS and working with DHHS to integrate a complicated data system.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Has a Compliance Officer on staff.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Did not reference using Maine Background Check Center as required of licensed agencies although the individual check requirements are referenced.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Has solid agency-wide recruitment and retention plan.</li> <li>• I: Has increased staffing 12% since COVID-19 onset.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Supervisor identified has experience in Infant Mental Health/DECA tool.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a QI system, using PDSA model.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**PILOT SITE #:** 3

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**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• N: Work plan does not cover entire award period as requested in RFP (through 9/20/22).

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 Kennebec (Skowhegan)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I – Established since 1995, accredited with COA since 2005.</li> <li>• Gave three relevant examples of related programs</li> <li>• Bidder provided a brief history of cultural strengths and needs in the county but lacked detail of their own knowledge and experience in this area.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcontractors planned</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart for the proposed program supplied</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – no litigation noted</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 3 years of audited financials from Berry Dunn supplied</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• N – Liability insurance is expired. Only Workman's Comp appears to be current.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 3 Kennebec (Skowhegan)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• P – Bidder described evidence of success as reduction of unplanned and premature disruptions in placement.
• P – Bidder listed staff objectives and described various types of interventions through the model – i.e. Child Specific Interventions, Core Classroom Interventions, Comprehensive Intensive Education-based Setting Services, and Satisfaction Surveys
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P – Bidder has invested in telehealth technology in addition to meeting technology requirements.
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
• P- Bidder has a dedicated HIPAA compliance officer and will conduct quarterly compliance reviews.
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• Minimum requirement met – mostly follows RFP description
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 Kennebec (Skowhegan)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• P – Bidder, while essentially following the RFP guideline, offered to have their program manager sit in on supervisions between consultant and ECCP to aid in knowledge and support of cases and data review.</li></ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Required metrics present</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Required reports and timelines present</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder mentions need for substance abuse services in the area</li> <li>• Bidder describes the county instead of the strengths</li> <li>• Bidder doesn't describe experience, only lists opposites such a "urban offices with an elevator to a one room meeting space in the community library of a small town".</li> <li>• 3 projects attached</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The org chart attached is only for the proposed service</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None within the past 5 years</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached, valid when issued on 5/22/2020. Expired 9/15/2020, only workers comp currently valid</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Licensed since established in 1995.</li> <li>• Office located in Skowhegan</li> <li>• Infection control policies are included in proposal</li> <li>• Bidder states they are maintaining a supply of PPE. No mention of i, ii, or iii when discussing PPE</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Satisfaction survey is out of order(pg81)</li> <li>• 3a. no mention of 6-8 week time frame</li> <li>• Information for child specific intervention, Core Classroom Service, and Comprehensive Intensive Education setting-based services is contained in charts instead of in the body of proposal.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Increased staff 12% since onset of COVID</li> <li>• Voted “best places to work” for 6 straight years</li> <li>• Strong internship program with various universities/colleges</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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• Bidder met minimum requirements
I. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
J. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
2. Staffing (Bidder met the minimum requirements of this section)
• Job descriptions and resumes attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Services begin 12/7/2020

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• The Bidder provided, on page 5, Cultural strengths and needs, and experience addressing needs related to issues of diversity and inclusion for Region#3.</li><li>• P:3 decades of experience working with youth, caregivers, and resource and birth families.</li><li>• The Bidder has formed countless educational and early care connections in the community to create seamless service delivery between the child's home and school environment.</li><li>• Holds national accreditation for Children and Families (COA) since 2005.</li><li>• Has been voted as one of the Best Places to Work in Maine six years in a row.</li><li>• Has a Child Placing License and Mental Health License.</li><li>• 1995: First program- Treatment Foster Care Program supports resource families specifically, a program that provides parent education, and resource parent support.</li><li>• 2004: Home and Community Treatment Services and Outpatient Mental Health Services that led to Clinical Consultation. This program had collaboration between education settings such as headstart, the Bidder's staff (clinician), and Teachers, Guidance counselors, and Administrators.</li><li>• 2014: Alternative Response Program: This Program requires extreme collaboration with the Department to ensure the safety and wellbeing of Children.</li><li>• Project One: RSU#63 Seems this service is similar to the ECCP as it is meeting the same goal of reducing expulsion. In 2019, CC entered into an MOU with RSU #63 (Dedham, Eddington and Holden) to provide on-site mental health services to youth to meet the therapy needs of youth attending grades Prek-12, creating a</li></ul>

**STATE OF MAINE  
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**DATE:** 10/6/20

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<p>seamless service delivery system through efficient access to clinical services. The clinical support offered to students has assisted youth in receiving mental health treatment resulting in behavior stabilization and subsequent capacity to self-contain within the school setting, avoiding suspension or expulsion. This project also included classroom observation, and support and professional development of the teachers involved. This project is still going on “CC continues to provide both the clinical consultation and on-site mental health services across all schools within RSU #63.”- A Letter of support from RSU#63 is attached stating that CC has provided Support services to RSU#63, demonstrating the connections that exist between this provider and the school system.</p> <p>Q: Is RSU the only school system CC is currently providing services to within Cumberland County?</p> <ul style="list-style-type: none"> <li>• Project 2: Millinocket School System The Bidder currently provides clinical intervention services to PreK-12 that includes therapy, clinical recommendations in the development of individualized action plans.</li> <li>• Project 3: Treatment foster care program, this program offers support and parent education to foster parents to support them in meeting their child’s social, emotional, and educational needs. A Letter of recommendation is attached; from a Treatment Foster Resource Parent who has received service from CC for 10 years.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CC is not using subcontractors or consultants.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Ex Director: David McCluskey Program Director: Jill Dionne LSW (.75FTE) ECCP Program Manager: Deanna Macomber (.2 FTE-8hrs/wk)</li> <li>• ECC Consultant: (vacant) 1 FTE 40 hr/wk</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No litigation in the past 5 years.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attachment Five (5): <i>Financial Viability</i>, the Financial Statements with Independent Auditor’s Reports are included for Fiscal Years 2017, 2018, and 2019.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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<ul style="list-style-type: none"> <li>• Page 56/60 has a mental health agency and Substance Abuse agency license that expires 7/20/20, with an email to confirm that the MH and SA licenses are considered active status. However, the email leading up to that included reference to a corrective action plan.</li> <li>• The COA , Council on Accreditation is included on page 59/60.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Certificate included and valid.</li> </ul>

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 1.a-b. has had a mental health license since 1995 and will continue to demonstrate compliance.</li> <li>• Location Provided: 98 North Avenue in Skowhegan. Confirms that the Bidder can reach each ECE setting in Kennebec County within 2 hours. Office space available at location for 1 FTE Consultant and with regular hours of operation.</li> <li>• Currently following CDC guidelines, CC will extend the same protocols to the ECCP program. CC has purchased and is maintaining an adequate supply of PPE which is provided to staff, and will be provided to ECC staff to prevent the spread of COVID-19 and other infectious diseases per licensing standards.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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<ul style="list-style-type: none"> <li>• B.1. Met the requirement and acknowledged the Model and service delivery expectations.</li> <li>• B.2. Satisfaction surveys are discussed on page 19/60 (bottom of 81).</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Response found on page 20/60: Meets the requirements of the section and also cites the Bidder has a tele-health account to conduct services via-telehealth due to the pandemic. The Bidder adds that while services will always be delivered in person, when possible, the use of tele-health tech will ensure disruptions in ECCP service delivery are avoided due to Covid-19.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirement on page 22/60.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Responded to all expectations of this section.</li> <li>• P: The agency has a HIPAA Compliance officer specifically responsible for the protection of PHI or other individually identifying information, including responding to breaches if/when they occur.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Agency policy precludes employment prior to the results of the listed background checks.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• G.1. : Bidder listed the following plans to ensure they are attracting and retaining qualified staff: Prospector Program \$500 bonus; competitive wages, benefits, longevity wage increase system, Supportive Supervision; internship program.</li> <li>• Met the requirements for G.2.-4.</li> <li>• The Program Director will oversee the Program Manager who will serve as the ECC Consultant's Supervisor and provide overall program oversight to ensure the delivery of ECCP to fidelity, participating in all related trainings and supervision with the ECCP.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder addressed all expectations.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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<ul style="list-style-type: none"><li>• The Bidder has a “Performance quality improvement team” that will track and monitor goals target, indicators, and strategies included in this service proposal.</li><li>• The Bidder states they will partner with the Department to identify the most effective strategies to monitor program performance and effectiveness, maximizing both the opportunity to incorporate feedback from satisfaction surveys and the evaluation of the outcomes associated with each performance measure.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• The Bidder states they will “meet all reporting requirements required by each contract held with the Department and other entities.”</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Job description were provided on pages 36-52: ECC; ECC Program Manager; Program Director; Executive Director; and Development Director.</li><li>• All resumes were included, including the requested resume for ECC Program Manager Seanna Macomber, who will be overseeing the Consultant.</li><li>• No subcontractors being used.</li><li>• Staffing plan starts on page 57. Refers to the Family Visitation Program? All other relevant information captured as requested.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• This plan starts on page 58/60.</li><li>• The first contract period as stated on page 9 of the RFP lists the initial period of performance as 11/1/2020- 9/30/22. The Q&amp;A answer #36 does show the implementation period starting in Dec 2020 but does not change the end date. The staffing plan provided ends 1/1/21.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Established in 1883</li> <li>• Began providing clinical services to families in various forms for almost 75 years</li> <li>• Bidder has staff that are fluent in multiple languages</li> <li>• Bidder has worked with Tribes in the area</li> <li>• Attached 3 projects</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart is attached, not very detailed</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached,</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached and valid</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder is currently licensed</li> <li>• Office located in Augusta with another office available in Skowhegan</li> <li>• States that policies and procedures exist for infection containment but give no detail</li> <li>• Bidder will provide employee with PPE, as well as supply face masks to clients if needed.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder will convene an implementation team to ensure all required components are fulfilled</li> <li>• Bidder already utilizes Department approved satisfaction surveys</li> <li>• Does not adequately respond to 3a, 3b, or 3c</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No reference to HIPAA</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Does not respond to a-p</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Employs a Chief Privacy Officer</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Participates in Maine Background Check Center program</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder refers reader to the job description section</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Proposal only states 'Both the ECCP consultant and supervisor will be expected to fully participate in all training requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**PILOT SITE #:** 3

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**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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I. Performance Measures (Bidder met the minimum requirements of this section)
• Doesn't address the performance measure as outline in table 1
J. Reports (Bidder met the minimum requirements of this section)
• Bidder states that the reports will be submitted on time
2. Staffing (Bidder met the minimum requirements of this section)
• Job descriptions attached
• Resumes attached
• Staffing plan attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Attached

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – tribal</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcont.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N – Past litigation settlement</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 Kennebec

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Program history began in 1883 and the agency has been delivering clinical services since 1948. Long history in service this area.</li> <li>• N – Bidder fails to identify all potential cultural groups with diversity needs in the county.</li> <li>• Bidder identified culturally responsive practices in services for specific groups.</li> <li>• N – Identified projects aren't overly relevant to the scope of work in this RFP.</li> <li>• N – 6 Letters of reference, but from foster parents versus outside organizations.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P - Bidder is not proposing to utilize subcontractors.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• I – Wrongful discharge claim with jury award of \$161,265 claiming retaliation. Though organization denies and reports Maine Human Rights Commission concluded CHCS did not engage in discriminatory practices.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current, though Workman's Comp due for renewal 12/31/20.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 Kennebec

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Office areas in Augusta and Skowhegan for additional workspace and consultations.</li> <li>• P – increased capacity for telehealth.</li> <li>• N – hazard and infection control protections lacked detail.</li> <li>• P – Bidder stated they have a staff identified to monitor compliance with their licensing requirements.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder went beyond stating they will fulfill the requirements and gave additional information for each required component and the steps they would take to implement.</li> <li>• P – bidder included a process for the satisfaction surveys.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder has experience working with external data platforms.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P- Bidder has a dedicated Health Information Manager/Chief Privacy Officer to aid with securing protected health information.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Utilizing Maine Background Check Center.</li> <li>• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.</li> </ul>

**STATE OF MAINE  
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G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
• I - Bidder was cited for staff supervision in a recent licensing review and submitted a plan of correction on this topic.
I. Performance Measures (Bidder met the minimum requirements of this section)
• N – Bidder provided assurances they have the ability to track performance metrics, but do not directly address their plan to meet the required measures specifically.
J. Reports (Bidder met the minimum requirements of this section)
• I – Bidder provided assurances they have the ability to report according to Department standards and established timeframes, but do not directly address their plan to meet the required reports specifically.
2. Staffing (Bidder met the minimum requirements of this section)
• Staffing plan, job descriptions, and applicable resumes provided.
• Bidder acknowledged need for back-up.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder provided detail on culturally responsive practices they have employed in several services.</li> <li>• N: Bidder did not specifically address cultural needs and composition of Kennebec County.</li> <li>• N: Reference letters were all from foster parents. It would have been beneficial to have a letter from an organization that has a working relationship with the bidder.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
• Organizational chart was clear and showed where ECCP will sit in relation to the organization as a whole.
4. Litigation (Bidder met the minimum requirements of this section)
• N: One litigation with a jury award for wrongful termination of employment.
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• I: Site review included with multiple deficiencies, mainly regarding timely signatures on documentation. Plan of Correction was accepted and license is current.
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

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**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a compliance manager who is responsible for ensuring licensing standards and compliance requirements are met.</li> <li>• P: Bidder has office space for Consultant in Augusta and Skowhegan satellite office, which would be helpful when serving ECE settings in northern area of the county.</li> <li>• N: Did not provide policies on infection control.</li> <li>• P: Full variety of PPE will be provided, much more than typically offered by providers.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has done trainings for schools on behaviors and mental health topics.</li> <li>• P: Appreciate that the bidder responded in detail to each programmatic requirement and explained the steps they would take to enact that aspect of the service.</li> <li>• P: The bidder stated one of the first steps would be to establish relationships with area early childhood providers and educate them about the opportunity, as well as assess needs.</li> <li>• N: Bidder did not differentiate in detail their understanding and plan to address each level of service in the ECCP model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has IT Department.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has experience working within external data platforms while developing their own internal data tracking systems.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

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**EVALUATOR DEPARTMENT:** OCFS

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F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• P: Bidder utilizes the Maine Background Check Center.
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• P: Bidder is pre-advertising the position as a recruitment tool.
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P: Staffing plan addressed back-up if Consultant is unable to work or due to turnover.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• P: Detailed work plan that covered the entirety of the contract.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mournouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• CHCS has a Mental Health Agency and Child placement Agency License.</li><li>• Has been providing Clinical services to families in various forms for nearly 75 years. In the past 30 years, the staff has grown from 100 to over 300 licensed and professional mental health providers, with a corresponding growth in the variety and scope of services.</li><li>• CHCS states the agency is intimately familiar with the child welfare system through its work providing Treatment Foster Care, but it also has years of experience with children's mental health services providing Targeted Case Management, Home and Community-based Treatment, Resource Parent Care Team, and therapy services.</li><li>• CHCS has applicable experience coordinating with schools, resource families, state agencies, and community providers to provide collaboration and partnership with early childhood care and education providers.</li><li>• "Evidence-Based Practice (EBP) Experience: "CHCS has significant history of successfully implementing many evidence-based programs and will put forth the same commitment and dedication to implementing ECCP to fidelity." Listed 3 EBPs: Triple P; TF-CBT; and TFCO.</li><li>• Project One: Resource Parent Care Team This project is very similar, with "a common goal to prevent disruption of placement," by "collaboratively partnering with resource families to help them build capacity and develop skills to successfully maintain placements."</li><li>• Project Two: Targeted Case Management TCM services share many common goals with ECCP, but the most important shared goal is to avoid disruption of the child from any setting, be it school, family or other service. The hallmarks of our quality TCM services include a</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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<p>collaborative team approach with community providers, schools, and families to meet the needs of all involved, and working to build capacity within the child's community and school settings by ensuring appropriate training and information is available to all. TCM staff work closely with families to help them learn how to effectively and independently advocate for the needs of their child.</p> <ul style="list-style-type: none"> <li>• Project Three: Treatment Foster Care This service provides training and coaching of both providers and families for them to build their own capacity to ensure a child's success and health pro-social development.</li> <li>• Letters of support were received from the following resource parents, served by the various projects listed: Wendy Caverhill; Cheryl Lynn Morin; Joseph and Amanda Liguori; Doreen Jurson; Neil and Doreen Farrington; and Tammy Wickstrom</li> </ul>
<p>2. Subcontractors (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Bidder states that the agency will not use subcontractors to provide ECCP.</li> </ul>
<p>3. Organizational Chart (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Organizational Chart included.</li> </ul>
<p>4. Litigation (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Micheal Strout- wrongful discharge claim</li> </ul>
<p>5. Financial Viability (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Consolidated financial statements for 17-19.</li> </ul>
<p>6. Licensure/Certification (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Mental Health Agency License included is in effect till 5/13/2021. Plan of correction attached.</li> </ul>
<p>7. Certificate of Insurance (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Certificate of insurance valid till 12/31/20 for Work Comp, all other fields 7/1/2021.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 10/6/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CHCS is a fully licensed Mental Health Agency.</li> <li>• Bidder states that space will be available at the Augusta and Skowhegan CHCS offices. Exact addresses not included.</li> <li>• The following Infection control policies/procedures cited: All staff receive training on infection control practices during onboarding and annually thereafter. The onset of the Covid-19 pandemic required addendums to these policies and additional training on topics such as protocols for contact, self-screening and screening of patients and clients, reporting exposures, leave of absence due to and return to work following exposure, hand and respiratory hygiene practices, cleaning/sanitizing procedures, and the use of PPE/face coverings. CHCS supplies all staff with PPE made available through our Health &amp; Safety Committee. CHCS supplies masks, face coverings, face shields, gloves, hand sanitizer, gowns, disinfecting wipes, car seat covers, etc. depending on the need of staff and the risk level of the service being provided. CHCS provides face coverings for clients if they don't have one. The Agency also provides plastic bags for the disposal of any non-reusable items that may be contaminated.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder incorporated details from the staffing plan in this section to describe start-up activities for implementation as requested in the RFP. And responded in detail to section B.1.a.-d.</li> <li>• B.2. addressed: The Bidder included the process for dissemination and collection and anticipates a response rate of 80% similar to other programs.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provides in great detail the IT capability. States they will meet all of the expectations listed in the RFP.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

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D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Ensures the use of the EIS system.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder provides a detailed strategy to ensure low attrition:               <ul style="list-style-type: none"> <li>• recruitment activities including virtual and in-person job fairs, statewide websites, and job banks in order to attract highly qualified staff.</li> <li>• referral bonuses to any staff who refer an individual who is later hired;</li> <li>• very competitive salary for the ECCP Consultant position;</li> <li>• competitive benefit package.</li> </ul> </li> <li>• All other deliverable addressed.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder addressed the ECCP model fidelity when responding to the expectations of the training and supervision section.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• States that the implementation team will oversee the PM reporting.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Job Descriptions included.</li> <li>• Lauren Pelton's resume included: L. Peyton is the proposed Consultant Supervisor.</li> <li>• Staffing plan meets the requirements of the RFP.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The implementation Plan covers the initial period of performance. Great detail!</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Maine General Medical Center

**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Moumouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• They Bidder has an active General Hospital License active from July 2020-June 2022.</li> <li>• The Bidder demonstrates knowledge of cultural strengths and needs of Kennebec County, and has staff who are able to meet the changing and growing demographic.</li> <li>• Project One: Pediatric Rapid Evaluation Program (PREP) demonstrates the ability to coordinate with many all family resources and coordinate the assessment and planning components of the ECCP.</li> <li>• Project Two: Central Maine Youth Trauma Initiative: Is this a form of targeted case management? Or an administrative initiative specific to capacity-building? It is unclear what the service is.</li> <li>• Project Three: Clinical Consultation Clinical Consultation services for the SKCDC since 1997. This service is similar to the ECCP expectations of the RFP.</li> <li>• A Letter of support was included from Southern Kennebec Child Development Corporation.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated " Not applicable of this application."</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included. Liam Shaw as the ECCP Supervisor with ECCP Consultant to be determined.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None cited.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Audited Financial Statements included for FY17-19.</li> </ul>

**STATE OF MAINE  
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6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• General Hospital License.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included and Valid.</li> </ul>

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
<p>A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• General Hospital License.</li> <li>• Location provided: 6 East Chestnut Street, Augusta Maine, also known as the Ballard Center.</li> <li>• MGMC has robust COVID protocols and procedures that align with the Centers for Disease Control and Prevention and are in the best interest patient, staff, visitor, and client health and safety. ECCP project staff and partners will be required to comply with MGMC's COVID policies and procedures including the wearing of face masks while interacting with others in-person, as well as our workplace health screening protocols.</li> </ul>
<p>B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Pediatric Center has developed strong professional relationships with most of the Early Care and Educational agencies within Kennebec County. Concurrently, through its longstanding Pediatric Rapid Evaluation Program</li> </ul>

**STATE OF MAINE  
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<p>(PREP), the Pediatric Center’s staff have built secure trusting relationships with many DHHS District 5 staff and Kennebec County Resource Parents.</p> <ul style="list-style-type: none"> <li>• The Bidder cited several manualized EBPs that were successfully implemented and states that they will “focus it’s attention on learning and implementing the ECCP Model.</li> <li>• B.2. was not addressed.</li> <li>• All other sections were addressed in great detail.</li> </ul>
<p>C. Information Technology Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• MGMC has it’s own IT department that will work to ensure the Consultant’s tech to ensure OIT compliance and access to the EIS.</li> <li>• Did not specifically address deliverable 3 related to the use of the EIS to guide their work.</li> </ul>
<p>D. Client Record (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Did not acknowledge the use of the EIS for maintaining the client record.</li> </ul>
<p>E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Referenced the availability of the MGMC Record of Care Policy.</li> </ul>
<p>F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Addressed the deliverable of this section.</li> </ul>
<p>G. Staffing Requirements (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Did not address G.1.</li> <li>• Dis not address Sections G.3-4.</li> </ul>
<p>H. Staff Training and Supervision (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Met the requirements of the RFP.</li> </ul>
<p>I. Performance Measures (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Met the requirements of the RFP.</li> </ul>
<p>J. Reports (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Met the requirements of the RFP.</li> </ul>
<p>2. Staffing (Bidder met the minimum requirements of this section)</p>
<ul style="list-style-type: none"> <li>• Job description included, and Liam Shaw’s resume.</li> <li>• Staffing Plan meets the expectations of the RFP and acknowledges that the provided schedule will change as the trainings are completed and the project matures.</li> </ul>
<p>3. Implementation Work Plan (Bidder met the minimum requirements of this section)</p>

**STATE OF MAINE  
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**RFP #:** 202009136

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**PILOT SITE #:** 3

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**DATE:** 10/6/20

**EVALUATOR NAME:** Lauren Moumouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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- |   |
|---|
| <ul style="list-style-type: none"><li>• Detailed implementation plan provided that covers the initial period of performance. The Satisfaction survey is addressed in the Implementation timeline.</li></ul> |
|---|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** MaineGeneral Medical Center

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Dr. Proficient in sign language</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No Subcont.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** MaineGeneral Medical Center

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• N- did not list components of BGC
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** MaineGeneral Medical Center, Edmund Ervin Pediatric Center

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Q: Staff have worked with child welfare for 410 years. Is this a sum of years of experience?</li> <li>• P: Bidder captured the specific cultural aspects of the county and thoughtfully included non-ethnic or racial differences, such as children/families who are Deaf. Bidder then relayed how they have worked with children and families within these groups and educate themselves on needs and gaps in their services.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Clear organizational chart that displays where the ECCP program and staff fit into the overall structure.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Q: Accounting reports referenced in a separate attachment but I did not see them.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Most recent site review report was not provided, nor a copy of the JCAHO accreditation.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** MaineGeneral Medical Center, Edmund Ervin Pediatric Center

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>N: Bidder did not provide detail on COVID-related precautions or PPE provided to staff.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>P: Bidder detailed experience implementing manualized EBPs.</li> <li>N: Bidder focused on referrals for Child-Specific Consultation versus Core Classroom Consultation or Intensive Site-Level Consultation. Professional development opportunities for ECE staff were mentioned as a tool for engagement but more thought into engaging ECE sites would be appreciated.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>P: Bidder has IT Department.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>N: EIS was not mentioned as the platform for data collection. Bidder did not speak to how they would utilize the external platform.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>P: Bidder has experience working through the Maine Background Check Center.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li></li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li></li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** OCFS

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<ul style="list-style-type: none"><li>• N: Bidder did not reference the specific performance measures and how it would monitor progress other than to cite prior, general experience reporting on performance measures.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• P: Appreciate the breakdown in planned use of FTE for supervisor and clinician.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• P: Very detailed and comprehensive workplan.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 - Kennebec

**BIDDER NAME:** Maine General - Edmund N. Ervin Pediatric Center

**DATE:** 10/7/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provided history – pediatric center established in 1957</li> <li>• Bidder showed understanding of cultural needs of Kennebec county and described how they meet those needs, i.e. training in linguistic and cultural differences, the impact of trauma refugees and in seeking assistance.</li> <li>• Bidder additionally addressed their training to support needs for LGBTQ individuals and discussed needs based on disability, like having ASL trained staff to meet needs of those who are deaf.</li> <li>• 3 programs described which showed relevance to the RFP.</li> <li>• Bidder submitted one letter of reference.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No subcontractors</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Supplied, though unclear the connection, direct or indirect, between the Administrative Director and the ECCP program under "Special Projects."</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder reported no litigation.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated financial statements attached but reviewer does not see any attachments.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• License supplied and current.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Insurance supplied and current.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3 - Kennebec

**BIDDER NAME:** Maine General - Edmund N. Ervin Pediatric Center

**DATE:** 10/7/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated office space will be in Augusta.</li> <li>• Bidder stated are licensed by DHHS and accredited by the Joint Commission), but lacked detail on how they would maintain compliance.</li> <li>• Bidder addressed they had COVID protections in place but the bid lacked further detail in this area.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder provided assurances the model and Department expectations will be followed but the bid lacked sufficient detail to show the bidder fully understands the ECCP model and how it should be implemented.</li> <li>• Bidder stated they will leverage existing relationships to support the program.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated they have a robust infrastructure to support any technological needs.</li> <li>• Bidder said they will assure they have access to the EIS system.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder did not address the points in the RFP specifically, but did state they will work with the Department to adapt to and implement any requirements.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder explained they have a policy in place describing the parameters of when and how to share protected health information safely.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder reported complying with state requirements on background checks for many years and additionally has developed policies and procedures to background checking.</li> <li>• Bidder reported utilizing the Maine Background Check Center.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**DATE:** 10/7/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Bidder discussed staffing requirement with 1 FTE Consultant but did not discuss any recruitment or retention plans.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Bidder provided assurance they will meet staff training and supervision requirements but did not specifically address the points in the RFP.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>N - Bidder stated they will work with the Department to determine the performance measures and how best to assess them.</li> <li>N - The Bidder appears to have missed the performance measure stated in the RFP.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Bidder supplied assurance to completing reports on time.</li> <li>Bidder additionally stated they would conduct annual site visits as appropriate considering COVID.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Job descriptions and resumes supplied.</li> <li>P - Staffing plan is detailed including breakdown of anticipated work day and allocation of time.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Bidder supplied a comprehensive workplan for the full period of the award.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Maine General Medical Center

**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 22 years of providing medical &amp; psychological assessment of children entering state custody in 6 counties (Pediatric Rapid Evaluation Program)</li> <li>• Training for cultural and linguistic differences</li> <li>• Bidder also works to understand individual and cultural needs of those from non-ethnic cultural perspectives, such as the deaf community</li> <li>• 3 projects attached</li> <li>• 1 letter of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• An org chart is attached</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Listed as none</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No mention of compliance with licensing standards or site reviews</li> <li>• Office located in Augusta</li> <li>• No mention of office for 1 FTE</li> <li>• No mention of hours of operation</li> <li>• Bidder states they have robust COVID protocol &amp; procedures.</li> <li>• Bidder does not address how the consultant has access to PPE</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Addresses 1.b.i. children at risk of suspension</li> <li>• Does not respond to 1.b.ii, iii,iv</li> <li>• Satisfaction Survey not addressed</li> <li>• States they will follow all model guidelines regarding the child specific intervention. Do not address in any detail</li> <li>• Does not address in any detail the Core classroom services or the comprehensive intensive Education setting-based services</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Cyber security team</li> <li>• Annual trainings on HIPAA</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Vague response</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder refers to their record of care policy, RC-04 Disclosure of Protected Health Information</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Reference one of their policies, but do not include the policy</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 3

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**DATE:** 10/6/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• Attached</li></ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Vague response, only states bidder will attend all required trainings</li></ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Only states that they will meet the performance measures</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Bidder states the reports will be filed as required</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Bidder met minimum requirements</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Bidder met minimum requirements</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
•
2. Subcontractors (Bidder met the minimum requirements of this section)
• P – No subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Bidder did not provide adequate understanding of the cultural representation and needs of the site.</li> <li>• N: Bidder did not address concrete methods in which the organization has addressed cultural inclusion and met the cultural needs of their clients.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Q: Will the organization VP in Maine be the ECCP Consultant supervisor? No indication of credentials of the supervisor.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Cash flow down by 50% in past year.</li> <li>• N: Negative balance in savings.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N: Did not address satisfaction survey administration/quality assurance as part of the model.
• N: This section was basically a restatement of the RFP narrative and added little to how the Bidder interpreted the requirements and how they would deliver the services within the framework and culture of their agency.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
• I: Suggested creating a guide to developmentally appropriate behavior for programs.
• I: Agency has access to a BCBA for consultation on behavior plans and positive behavior supports.

**STATE OF MAINE  
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**EVALUATOR DEPARTMENT:** OCFS

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J. Reports (Bidder met the minimum requirements of this section)
• N: This section is missing.
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• I: Bidder plans to hire via an internal transfer.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3-Kennebec

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N – No organizational background or history supplied.</li> <li>• N – Bidders did not demonstrate knowledge of cultural strengths and needs of Kennebec County</li> <li>• 3 programs supplied, not all relevant to the pilot.</li> <li>• I – the description of the HCT program and intersection with schools does not clearly align with policy requirements for billing the program to Medicaid.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcontractors planned</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart supplied</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – no litigation noted</li> </ul>
5. Financial Viability
<ul style="list-style-type: none"> <li>• N – No independently audited financials submitted</li> <li>• I – Licensing deficiency notice addressed the lack of independent audit on financials that appears to not have been addressed.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 3-Kennebec

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N - Bidder did not supply additional detail outside what is outlined in the RFP itself.
• N – Did not describe methods or detail of ECCP model.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
• N – EIS system is required for this RFP and the bidder proposed using their own data system.
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• N – Licensing deficiency noted on no evidence of use of Maine Background Check Center as required by state law. Proposal does not address use of the Background Check Center, 22 M.R.S.Ch. 1961, <i>The Maine Background Check Center Act</i> , and 10-144 C.M.R. Ch. 60, Maine Background Check Center Rule
• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.
G. Staffing Requirements
• Bid mostly follows RFP description
• N – Did not submit a plan on how they would recruit and retain staff.
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3-Kennebec

**BIDDER NAME:** Northeast Family Services

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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• Minimum requirement met – mostly follows RFP description
I. Performance Measures
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing
• N – No job descriptions, resumes, or staffing plan supplied.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• N – Bidder’s RFP states a timeline is attached but reviewer does not see a timeline for review attached to this RFP.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**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.*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provided list of needs of area</li> <li>• Bidder has worked with different ethnicities in Mass and RI</li> <li>• Try to hire professionals who "look like" the clientele</li> <li>• 3 projects attached</li> <li>• letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Org chart was attached but I could not read</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Listed as none</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Currently licensed</li> <li>• Office located in Skowhegan</li> <li>• Policies for infection control are attached,</li> <li>• Bidder will provide PPE to employees, no mention of part i, ii, or iii.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Does not address 1a-1d</li> <li>• 2. Missing</li> <li>• Bidder responded to other points</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No specific mention of encryption to AES-256.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Part 1 not addressed</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Section Missing</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Not attached</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Not attached</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder addressed part a.</li> <li>• 4 letters of support were included from the following entities: Massachusetts Behavioral partnership; NFI North, Inc.;</li> <li>• Malden Public Schools: Linden S.T.E.A.M. Academy; and</li> <li>• Maine Behavioral Healthcare: MaineHealth</li> <li>• Project #1: Home therapy and Therapeutic Mentoring with the goal of developing relationships within the school structure to provide guidance, therapeutic interventions, behavioral modification techniques and any other type of support that would help children reach their educational goals.</li> <li>• Project #2 Home and Community Therapy: this service looks very similar to the first Project.</li> <li>• Project #3: The consultation services described here look similar to the ECCP.</li> <li>• 4 letters of support were included from the following entities: Massachusetts Behavioral partnership; NFI North, Inc.;</li> <li>• Malden Public Schools: Linden S.T.E.A.M. Academy; and</li> <li>• Maine Behavioral Healthcare: MaineHealth</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Subcontractor section response found on page 30/31. The Bidder does not intend to use any subcontractors.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Org chart included.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None cited.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CPA financial statements and Independent Accountants' compilation report for FY16-19 attached.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Email attached from DLC on page 22/31, dated April 2, 2020, stating the Plan of correction has been accepted: The Bidder attached the Plan of correction. The attached Mental Health Agency License is effective from 3/20/2020 to 3/19/2022.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included and valid.</li> </ul>

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Northeast Family Services maintains a Mental Health Agency License</li> <li>• 5 Bragdon Lane, Kennebunk, ME 04043 to serve Kennebec County</li> <li>• Bidder addresses 1,2, and 3, and included an infection control policy and procedures statement.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• This is where the formatting of the response became confusing.</li> <li>• The Bidder confirmed they will implement the ECCP, then went into detail about qualification and experience delivering services related to early care and education settings.</li> <li>• Part B.2. regarding surveys is not addressed (Later found on page 22/23)</li> <li>• Part B.a-c. are minimally addressed.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder addressed the expectations of the section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• It is unclear if the Bidder understands that the Client record must be maintained in the EIS system. The Bidder stated that they have an electronic</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 3

**BIDDER NAME:** Northeast Family Services of Maine

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

health record system, Care logic, which is HIPAA compliant, and allows the various data points required by the RFP to be collected and organized.
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The Bidder included their agency's Policy and Procedure Language.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The Bidder verified that they will meet the requirements of the RFP.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>G.1. was not addressed.</li> <li>G.2. minimally addressed.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>H1.-4. Is minimally addressed.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Section was minimally addressed.</li> <li>Seems like the response that we were trying to get for B.1. is located here? BCBA's and behavioral therapists will be used to analyze recorded behavior? Is that part of the ECCP model?</li> <li>CARF accreditation is mentioned in this section.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Section was minimally addressed in one sentence on the bottom of page 21/23.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>Could not find this information, did a search find for "staffing plan" with no results.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>The proposal indicates that there is a timeline chart attached, but I did not find an attachment in the file.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 4

**BIDDER NAME:** Community Care

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• P – Cultural understanding
2. Subcontractors (Bidder met the minimum requirements of this section)
• P – No subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 4

**BIDDER NAME:** Community Care

**DATE:** 10/06/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
• P – State systems understanding
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P – Mission statement
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has had formal agreements through MOUs with schools to provide mental health consultation.</li> <li>• P: Bidder recognized economic disparity, rural communities, and Native American representation in Penobscot County.</li> <li>• N: Outside of noting that the Penobscot Nation has declined to work with Bidder's ARP program, the proposal did not speak to other ways or opportunities that Bidder has engaged the Penobscot Nation.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: No licensing site review attached. Emails reference a Plan of Correction with no documentation of that.</li> <li>• I: Has accreditation through COA.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Insurance certificate expired.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Provided detailed policies and procedures for infection control due to COVID-19.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Articulated a good understanding of each level of service in the model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Deep experience using MACWIS and working with DHHS to integrate a complicated data system.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Has a Compliance Officer on staff.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Did not reference using Maine Background Check Center as required of licensed agencies although the individual check requirements are referenced.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Has solid agency-wide recruitment and retention plan.</li> <li>• I: Has increased staffing 12% since COVID-19 onset.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Supervisor identified has experience in Infant Mental Health/DECA tool.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a QI system, using PDSA model.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care of Maine

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• N: Work plan does not cover entire award period as requested in RFP (through 9/20/22).

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4 Penobscot (Bangor)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I – Established since 1995, accredited with COA since 2005.</li> <li>• Gave three relevant examples of related programs</li> <li>• Bidder gave rich description of how they address and assure cultural competency for Penobscot County, but did not further detail their efforts to meet the diverse needs of the population.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcontractors planned</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart for the proposed program supplied with proposed FTE</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – no litigation noted</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 3 years of audited financials from Berry Dunn supplied</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present, but reference to corrective action plan and site review not attached.</li> <li>• P - Accredited through COA</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• N – Liability insurance is expired. Only Workman's Comp appears to be current.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4 Penobscot (Bangor)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P - submitted clear plan for addressing health and safety with COVID-19.</li> <li>• Reference to a Plan of Correction under licensing section but not plan submitted on how to address.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder showed understanding of ECCP model.</li> <li>• P – Bidder described evidence of success as reduction of unplanned and premature disruptions in placement.</li> <li>• P – Bidder listed staff objectives and described various types of interventions through the model – i.e. Child Specific Interventions, Core Classroom Interventions, Comprehensive Intensive Education-based Setting Services, and Satisfaction Surveys</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder has invested in telehealth technology in addition to meeting technology requirements.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P- Bidder has a dedicated HIPAA compliance officer and will conduct quarterly compliance reviews.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4 Penobscot (Bangor)

**BIDDER NAME:** Community Care

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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<ul style="list-style-type: none"> <li>• Minimum requirement met – mostly follows RFP description</li> <li>• P – solid recruitment and retention plan</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I - Bidder, while essentially following the RFP guideline, offered to have their program manager sit in on supervisions between consultant and ECCP to aid in knowledge and support of cases and data review.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Required metrics present</li> <li>• P- Bidder shows they have a QI system in place utilizing a dedicated quality improvement team.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Required reports and timelines present</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
3. Implementation Work Plan
<ul style="list-style-type: none"> <li>• N - Implantation work plan does not meet the standard ending on 1/1/21 instead of the required 9/30/22.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**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.*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder mentions need for substance abuse services in the area</li> <li>• Bidder describes the county instead of the strengths</li> <li>• Bidder doesn't describe experience, only lists opposites such a "urban offices with an elevator to a one room meeting space in the community library of a small town".</li> <li>• 3 projects attached</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The org chart attached is only for the proposed service</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None within the past 5 years</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached, valid when issued on 5/22/2020. Expired 9/15/2020, only workers comp currently valid</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Licensed since established in 1995.</li> <li>• Office located in Bangor</li> <li>• Infection control policies are included in proposal</li> <li>• Bidder states they are maintaining a supply of PPE. No mention of i, ii, or iii when discussing PPE</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Satisfaction survey is out of order(pg81)</li> <li>• 3a. no mention of 6-8 week time frame</li> <li>• Information for child specific intervention, Core Classroom Service, and Comprehensive Intensive Education setting-based services is contained in charts instead of in the body of proposal.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements of this section</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements of this section</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Increased staff 12% since onset of COVID</li> <li>• Strong internship program with various universities/colleges</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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I. Performance Measures (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
J. Reports (Bidder met the minimum requirements of this section)
• Bidder met minimum requirements
2. Staffing (Bidder met the minimum requirements of this section)
• Job descriptions and resumes attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Services begin 12/7/2020

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Community Care

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• The Bidder provided, on page 5, Cultural strengths and needs, and experience addressing needs related to issues of diversity and inclusion for Region#4. I think it is important to note that the Bidder has highlighted the substance use as an important factor related to cultural norms of the demographic.</li><li>• P:3 decades of experience working with youth, caregivers, and resource and birth families.</li><li>• The Bidder has formed countless educational and early care connections in the community to create seamless service delivery between the child's home and school environment.</li><li>• Holds national accreditation for Children and Families (COA) since 2005.</li><li>• Has been voted as one of the Best Places to Work in Maine six years in a row.</li><li>• Has a Child Placing License and Mental Health License.</li><li>• 1995: First program- Treatment Foster Care Program supports resource families specifically, a program that provides parent education, and resource parent support.</li><li>• 2004: Home and Community Treatment Services and Outpatient Mental Health Services that led to Clinical Consultation. This program had collaboration between education settings such as headstart, the Bidder's staff (clinician), and Teachers, Guidance counselors, and Administrators.</li><li>• 2014: Alternative Response Program: This Program requires extreme collaboration with the Department to ensure the safety and wellbeing of Children.</li><li>• Project One: RSU#63 Seems this service is similar to the ECCP as it is meeting the same goal of reducing expulsion. In 2019, CC entered into an MOU with RSU #63</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mournouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

	<p>(Dedham, Eddington and Holden) to provide on-site mental health services to youth to meet the therapy needs of youth attending grades Prek-12, creating a seamless service delivery system through efficient access to clinical services. The clinical support offered to students has assisted youth in receiving mental health treatment resulting in behavior stabilization and subsequent capacity to self-contain within the school setting, avoiding suspension or expulsion. This project also included classroom observation, and support and professional development of the teachers involved. This project is still going on "CC continues to provide both the clinical consultation and on-site mental health services across all schools within RSU #63."- A Letter of support from RSU#63 is attached stating that CC has provided Support services to RSU#63, demonstrating the connections that exist between this provider and the school system.</p> <p>Q: Is RSU the only school system CC is currently providing services to within Cumberland County?</p> <ul style="list-style-type: none"> <li>• Project 2: Millinocket School System The Bidder currently provides clinical intervention services to PreK-12 that includes therapy, clinical recommendations in the development of individualized action plans.</li> <li>• Project 3: Treatment foster care program, this program offers support and parent education to foster parents to support them in meeting their child's social, emotional, and educational needs. A Letter of recommendation is attached; from a Treatment Foster Resource Parent who has received service from CC for 10 years.</li> </ul>
2.	Subcontractors (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> <li>• CC is not using subcontractors or consultants.</li> </ul>
3.	Organizational Chart (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> <li>• Ex Director: David McCluskey Program Director: Jill Dionne LSW (.75FTE) ECCP Program Manager: Deanna Macomber (.2 FTE-8hrs/wk)</li> <li>• ECC Consultant: (vacant) 1 FTE 40 hr/wk</li> </ul>
4.	Litigation (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> <li>• Bidder cited no litigation in the past 5 years.</li> </ul>
5.	Financial Viability (Bidder met the minimum requirements of this section)
	<ul style="list-style-type: none"> <li>• Financial Statements with Independent Auditor's Reports are included for Fiscal Years 2017, 2018, and 2019.</li> </ul>
6.	Licensure/Certification (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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<ul style="list-style-type: none"> <li>• Expired Licenses attached, with an email from the Department dated 9/2/2020, stating the licenses are considered active. However, the email leading up to that included reference to a corrective action plan.</li> <li>• The COA, Council on Accreditation is included on page 59/60.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Certificate included, but <i>not</i> valid.</li> </ul>

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 1.a-b. has had a mental health license since 1995 and will continue to demonstrate compliance.</li> <li>• 2.a.-c. Location provided: 40 Summer Street Bangor, ME. Confirms that the Bidder can reach each ECE setting in Penobscot County within 2 hours. Office space available at location for 1 FTE Consultant and with regular hours of operation.</li> <li>• Currently following CDC guidelines, CC will extend the same protocols to the ECCP program. CC has purchased and is maintaining an adequate supply of PPE which is provided to staff and will be provided to ECC staff to prevent the spread of COVID-19 and other infectious diseases per licensing standards.</li> <li>• The Bidder's Infection control procedure was provided on pages 3-6.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• B.1. Met the requirement and acknowledged the Model and service delivery expectations and objectives.</li> <li>• B.2. Satisfaction surveys are discussed on page 19/60 (bottom of 81).</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Response found on page 20/60: Meets the requirements of the section and also cites the Bidder has a tele-health account to conduct services via-telehealth due to the pandemic. The Bidder adds that while services will always be delivered in person, when possible, the use of tele-health tech will ensure disruptions in ECCP service delivery are avoided due to Covid-19.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Confirmed that the records will be maintained within the EIS system.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Responded to all expectations of this section. P: The agency has a HIPAA Compliance officer specifically responsible for the protection of PHI or other individually identifying information, including responding to breaches if/when they occur.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Agency policy precludes employment prior to the results of the listed background checks.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• G.1. : Bidder listed the following plans to ensure they are attracting and retaining qualified staff: Prospector Program \$500 bonus; competitive wages, benefits, longevity wage increase system, Supportive Supervision; internship program.</li> <li>• Met the requirements for G.2.-4.</li> <li>• The Program Director will oversee the Program Manager who will serve as the ECC Consultant's Supervisor and provide overall program oversight to ensure the delivery of ECCP to fidelity, participating in all related trainings and supervision with the ECCP.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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<ul style="list-style-type: none"> <li>• The Bidder addressed all expectations, stating, “Additional expectations derived from the competencies that will serve as the underpinnings for service delivery of the ECCP, can be found in the attached job descriptions.</li> <li>• The Bidder acknowledges that this is a pilot program and that training and supervision coordinated by the Department with ECCP© experts and consultants is needed in order to implement the model successfully.</li> </ul>
<b>I. Performance Measures (Bidder met the minimum requirements of this section)</b>
<ul style="list-style-type: none"> <li>• The Bidder has a “Performance quality improvement team” that will track and monitor goals target, indicators, and strategies included in this service proposal.</li> <li>• The Bidder states they will partner with the Department to identify the most effective strategies to monitor program performance and effectiveness, maximizing both the opportunity to incorporate feedback from satisfaction surveys and the evaluation of the outcomes associated with each performance measure.</li> </ul>
<b>J. Reports (Bidder met the minimum requirements of this section)</b>
<ul style="list-style-type: none"> <li>• The Bidder states they will “meet all reporting requirements required by each contract held with the Department and other entities.”</li> </ul>
<b>2. Staffing (Bidder met the minimum requirements of this section)</b>
<ul style="list-style-type: none"> <li>• Job description were provided on pages 36-52: ECC; ECC Program Manager; Program Director; Executive Director; and Development Director.</li> <li>• All resumes were included, including the requested resume for ECC Program Manager Seanna Macomber, who will be overseeing the Consultant.</li> <li>• No subcontractors being used.</li> <li>• Staffing plan starts on page 57. Refers to the Family Visitation Program? All other relevant information captured as requested.</li> </ul>
<b>3. Implementation Work Plan (Bidder met the minimum requirements of this section)</b>
<ul style="list-style-type: none"> <li>• This plan starts on page 58/60.</li> <li>• The first contract period as stated on page 9 of the RFP lists the initial period of performance as 11/1/2020- 9/30/22. The Q&amp;A answer #36 does show the implementation period starting in Dec 2020, but does not change the end date. The staffing plan provided ends 1/1/21.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
• I- whole family approach P- HS (child care/early care) understanding
2. Subcontractors (Bidder met the minimum requirements of this section)
• P – No subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• P- Familiar with CLASS
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P – Mission statement
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has current Head Start, Early Head Start, and Parents as Teachers/Family Visitation, and Nurturing Parenting services, which is in direct alignment with the ECCP model.</li> <li>• P: Bidder spoke to issues of inclusion and equity beyond simply racial/ethnic categories and provided examples of how they have addressed such issues in their services and organization.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
• P: Very detailed and clear organizational chart.
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
• I: Statement of Deficiencies on last biennial survey, mainly related to documentation timeliness and fire drills. Plan of Correction is accepted and license is current.
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Bidder did not detail the PPE that would be provided to the Consultant.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder identified existing community collaborative meetings that the Consultant could attend that are connected to the agency.</li> <li>• N: Detailed implementation plan for services appeared to be largely a copy of information from the RFP without much elaboration on the Bidder's interpretation.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

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2. Staffing (Bidder met the minimum requirements of this section)
• Q: Are Office Assistant and Financial Analyst FTE's necessary?
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• P: Bidder provided detailed work plan.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4- Penobscot (Bangor)

**BIDDER NAME:** Penquis CAP

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS - OMS

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 50 years of delivering behavioral health and social service programs to Mainers.</li> <li>• I – recent merger with Charlotte White Center</li> <li>• Cultural Competency tailored to meeting the cultural needs of Penobscot County.</li> <li>• Bidder relayed their philosophical approach to services and activities they use to match their philosophy.</li> <li>• P - Bidder has many parenting models in their portfolio that align with the scope of this RFP.</li> <li>• P - Bidder has early childhood education on site.</li> <li>• N - No letters of support provided.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder does not plan to use subcontractors.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder reports no litigation in past 5 years.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 3 years of audited reports from Berry Dunn present.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder holds current MH Agency License.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I- Insurance is active but due for renewal 1/1/21. Workman's Comp due for renewal 11/1/20, at the beginning of the presumed contract period.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4- Penobscot (Bangor)

**BIDDER NAME:** Penquis CAP

**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS - OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• P – Bidder has connections with school programs to support rapid implementation.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
• I – Penquis did a self-assessment and determined their IT meets the requirement of the RFP.
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• Minimum requirement met – mostly follows RFP description
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
• P – Detailed administrative as well as clinical supervision as required by the RFP.
I. Performance Measures (Bidder met the minimum requirements of this section)
• Solely follows RFP requirement.
J. Reports (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4- Penobscot (Bangor)

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**DATE:** 10/6/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS - OMS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• Solely follows RFP requirement.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• P - Staffing plan provided and FTE breakdown in Attachment 10.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• I - Workplan supplied – a little hard to follow and may be a bit aggressive from hire to first case (posting job Nov. 2020 and trained/first case Dec. 2020)</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Over 50 yrs experience providing services to children &amp; families</li> <li>• Cultural competence training</li> <li>• 3 projects listed</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached. Entire organization and more detailed project chart</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Listed as none within the last 5 years</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Penquis CAP

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Office located in Bangor</li> <li>• Bidder met minimum requirements</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

**BIDDER NAME:** Penquis

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• A non-profit community action agency and is a licensed mental health agency.</li><li>• The Bidder responded with a statement of qualifications, a statement related to the agency's philosophical approach, which highlights service delivery that is client-centered, culturally-competent, strength-based, collaborative, and family-centered. The Bidder then adds details specific to skills and qualifications through the following projects: SAMHSA Evidence-based nurturing parent program; CBT, interpersonal therapy, exposure therapy, psychodynamic psychotherapy, DBT, DEEP, CCT, Parent-child interaction therapy, play therapy, positive parenting, MS, and social skill therapy.</li><li>• The Bidder responded with a relevant experience statement that includes the following programs that include relevant experience, experience that support the healthy development of children and healthy functioning of families in the past 5 years: Penquis Early Head Start and Head Start; Counseling: Outpatient therapy; Children's In-home and Community Support (section 28); Penquis Family Visitation Program; Visit Coaching and Assessment services Pilot Program; Maine Families Home Visiting; Journey House; Penquis' Children's Advocacy Center; The Piscataquis Safe Havens Center&lt; unsure what this service is and how it relates; Community Parentships for Protecting Children;</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**DATE:** 10/7/2020

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**EVALUATOR DEPARTMENT:** DHHS/OCFS

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<p>Rape Response Services</p> <ul style="list-style-type: none"> <li>• The Bidder responded to the cultural strengths and needs of Penobscot county demonstrating a clear understanding of the demographic, included statistics.</li> <li>• The Bidder responded to the needs related to issues of diversity and inclusion highlighting examples of initiatives specific to promoting Diversity and inclusion beyond service delivery practice.</li> <li>• Project One: Penquis Early Head Start and Head Start(coordination of services)</li> <li>• Project Two: Children’s In-home and Community Support Services (similar)</li> <li>• Project Three: Counseling Services</li> </ul> <p>None of these are specific to avoiding a specific outcome, e.i. disruption of placement or educational setting.</p>
<p>2. Subcontractors (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• None cited.</li> </ul>
<p>3. Organizational Chart (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Included</li> </ul>
<p>4. Litigation (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• None cited.</li> </ul>
<p>5. Financial Viability (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Consolidated Financial Statements for FY16-19 included.</li> </ul>
<p>6. Licensure/Certification (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• Mental Health License effective 1/28/20-1/27/22 included. Statement of Deficiencies included.</li> </ul>
<p>7. Certificate of Insurance (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• COI included and valid: work comp expiring on 11/1/20</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**PILOT SITE #:** 4

**BIDDER NAME:** Penquis

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Has a Mental Health Agency License for Community Support Services, Outpatient Therapy and residential programs- Mental Health License effective 1/28/20 to 1/27/2022. The Bidder states that there are 3 findings noted on the approved COA.</li> <li>• The location provided is 262 Harlow Street. Bidder states that this site ensures reasonable travel distance by car to early care and education settings in Penobscot county.</li> <li>• Address all other deliverables.</li> <li>• Addresses infection control policy and procedures as well as confirming the Consultant will have access to PPE.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Confirms that they will implement the ECCP with Fidelity to the model. And ensures meeting the deliverables for b.i.-iv. By hiring qualified staff, Using the ECHMC competencies, and the consultant is trained and implements 11 consultation delivery strategies.</li> <li>• Discuss the creation of a referral, intake, and waitlist process.</li> <li>• Addresses the expectation of dissemination and collect of satisfaction surveys.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 4

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**DATE:** 10/7/2020

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<ul style="list-style-type: none"> <li>• Met the requirements of the section. Minimal response.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provided a detailed retention plan.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section. Minimal response.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section. Minimal response.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of the section. Minimal response.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Job descriptions included.</li> <li>• Saige Weeks resume included.</li> <li>• No Subcontractors.</li> <li>• Detailed staffing plan included.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Implementation plan included key dates and staff, as well as coverage of the entire initial period of performance.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Center

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has established relationships with Head Start and school districts, including consultation-type service to an alternative school.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Detailed organizational chart.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I: One litigation from 5 years ago for hiring a debarred staff member by OIG/CMS.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Bidder did not provider site review report.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Q: Workers Compensation policy appears to have expired May 2020.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Center

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I: Telehealth is available and in use.</li> <li>• N: Bidder did not detail infection control practices and what PPE the Consultant will be provided.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder expressed understanding of the sensitivity required to suggest changes and provide feedback to teachers/ECE providers.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a Privacy Officer.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder mentioned the Maine Background Check Center.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

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**DATE:** 10/07/2020

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**EVALUATOR DEPARTMENT:** OCFS

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<ul style="list-style-type: none"><li>• Q: .25 FTE admin support is dedicated. Why does bidder think a quarter FTEW is needed for this project?</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• N: Work plan did not cover entire contract or project period.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc.

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 56<sup>th</sup> year of operation</li> <li>• Bidder did not respond to 1.a.i and 1.a.ii</li> <li>• 3 projects listed</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No subcontractors to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met the minimum requirements</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc.

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Currently licensed</li> <li>• Office located in Presque Isle</li> <li>• Bidder met minimum requirements</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Only brief mention of satisfaction survey.</li> <li>• Addressed other items</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Uses Maine Background Check Center</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No detail as to the retention methods</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated they would prepare the reports as required</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Job descriptions attached</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Services, Inc.

**DATE:** 10/7/2020

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**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• Resumes attached</li><li>• Staffing plan is vague</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Not in timeline format</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** Aroostook MH Services

**DATE:** 10/8/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 56 years of delivering services</li> <li>• N - Bidder did not address cultural strengths, needs, or agency competencies in this area.</li> <li>• 3 letters of support</li> <li>• 3 programs supplied have relevance to the ESSP model.</li> <li>• P - Bidder has an existing relationship with county Head Start provider aiding in partnership required for the ECCP program.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Supplied</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I - OIG concern from debarred individual 3+ years ago.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• License up to date and supplied.</li> <li>• Bidder did not submit a copy of the site review report.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Worker's Compensation expired 5/6/20.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** Aroostook MH Services

**DATE:** 10/8/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder did not submit detail on health and safety for infection control. Bidder stated a policy exists, but did not attach the policy or describe in detail.</li> <li>• Bidder stated program will be located in their Presque Isle program.</li> <li>• Bidder mentioned having a history of compliance with licensing requirements but did not give detail on how they assure compliance.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder added a detailed response of their understanding and plan to implement the ECCP model.</li> <li>• Bidder's plan shows connection with existing programs (ACAP) which helps facilitate programming and implementation of the model.</li> <li>• Bidder mentioned reviewing high risk youth to avoid suspension and develop plans to meet youths' needs sensitive to the cultural and developmental needs of the child.</li> <li>• Bidder described the Action Plan implementation and having follow-up meetings with parents, caregivers, and educational leads on the plan's effectiveness.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Participates in the Maine Background Check Center.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
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<ul style="list-style-type: none"><li>• Provides 1 FTE for the consultant</li><li>• Stated they would invite the Department to the Interview</li><li>• Did not elaborate on recruitment or retention practices</li></ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Staffing plan in a table, but lacked further description.</li><li>• Job descriptions present.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• N - Plan looks to only be the first year and not cover the entire period.</li><li>• N - Implementation plan shows training in the ECCP model spans multiple quarters.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Aroostook Mental Health Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I-Assoc w/ ACAP HS.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – No subcont.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N-Past litigation settlement made</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Aroostook Mental Health Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Aroostook Mental Health Services

**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 56 years of delivering services.</li> <li>• Did not address a.i.-ii. or b.</li> <li>• 3 Letters of support included: ACAP; Summit Academy School; BGC of Presque Isle</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• AMHC will not be using subcontractors or consultants for this RFP.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• AMHC has no current litigation: one closed case that occurred in the last five years.</li> <li>•</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Financial statements for the three (3) most recent years were included. All statements have been audited by a Certified Public Accountant.</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• AMHC has a State of Maine License to operate a Mental Health Agency License MHA219601 and State of Maine License to operate a Substance Use Agency License SAA220021.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included, Works Comp not valid.</li> </ul>

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**DATE:** 10/7/2020

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Mental health agency since 1964.</li> <li>• Provided general office location in Presque Isle, not an address.</li> <li>• Tele-health capable</li> <li>• Addresses PPE, and cites that AMHC has developed protocols to address protection of health and safety for staff as well as for the community, but did not describe what that protocol is, or attach the protocol.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section. Bidder states they have significant experience with the EIS system and that agency personnel are familiar with and able to navigate it well. Q: Does the Bidder already have access to the ECCP EIS?</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Did not describe the Bidder's plan to ensure ability to attract and retain highly-qualified staff.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Did not respond to all expectations of the subsection:</li> </ul>

**STATE OF MAINE  
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MRTQ, Weekly review of EIS data.
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>Minimal response to the PM section. The Program Director, Children's service Manager, and IT department will all support the PM collection and tracking process.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>Minimal response to this section.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>Job Descriptions included.</li><li>Bobbi Chasse proposed Consultant Supervisor.</li><li>No subcontractors</li><li>Staffing Plan included</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>This plan is set up on a quarterly basis, instead of the requested monthly format and doesn't seem to cover the entire initial period of performance.</li></ul>

**STATE OF MAINE  
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**DATE:** 10/7/2020

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
<p>1. Overview of the Organization (Bidder met the minimum requirements of this section)</p> <ul style="list-style-type: none"> <li>• CHCS has a Mental Health Agency and Child placement Agency License.</li> <li>• The Bidder did not demonstrate knowledge of cultural strengths and needs of the proposed pilot site.</li> <li>• The Bidder minimally addressed the Bidder's experience in with culturally-competent and responsive services.</li> <li>• Has been providing Clinical services to families in various forms for nearly 75 years. In the past 30 years, the staff has grown from 100 to over 300 licensed and professional mental health providers, with a corresponding growth in the variety and scope of services.</li> <li>• CHCS states the agency is intimately familiar with the child welfare system through its work providing Treatment Foster Care, but it also has years of experience with children's mental health services providing Targeted Case Management, Home and Community-based Treatment, Resource Parent Care Team, and therapy services.</li> <li>• CHCS has applicable experience coordinating with schools, resource families, state agencies, and community providers to provide collaboration and partnership with early childhood care and education providers.</li> <li>• "Evidence-Based Practice (EBP) Experience: "CHCS has significant history of successfully implementing many evidence-based programs and will put forth the same commitment and dedication to implementing ECCP to fidelity." Listed 3 EBPs: Triple P; TF-CBT; and TFCO.</li> <li>• Project One: Resource Parent Care Team This project is very similar, with "a common goal to prevent disruption of placement," by "collaboratively partnering with resource families to help them build capacity and develop skills to successfully maintain placements."</li> </ul>

**STATE OF MAINE  
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•	Project Two: Targeted Case Management TCM services share many common goals with ECCP, but the most important shared goal is to avoid disruption of the child from any setting, be it school, family or other service. The hallmarks of our quality TCM services include a collaborative team approach with community providers, schools, and families to meet the needs of all involved, and working to build capacity within the child’s community and school settings by ensuring appropriate training and information is available to all. TCM staff work closely with families to help them learn how to effectively and independently advocate for the needs of their child.
•	Project Three: Treatment Foster Care This service provides training and coaching of both providers and families for them to build their own capacity to ensure a child’s success and health pro-social development.
•	Letters of support were received from the following resource parents, served by the various projects listed: Wendy Caverhill; Cheryl Lynn Morin; Joseph and Amanda Liguori; Doreen Jurson; Neil and Doreen Farrington; and Tammy Wickstrom
2.	Subcontractors (Bidder met the minimum requirements of this section)
•	Bidder states that the agency will not use subcontractors to provide ECCP.
3.	Organizational Chart (Bidder met the minimum requirements of this section)
•	Organizational Chart included.
4.	Litigation (Bidder met the minimum requirements of this section)
•	Micheal Strout- wrongful discharge claim
5.	Financial Viability (Bidder met the minimum requirements of this section)
•	Consolidated financial statements for 17-19.
6.	Licensure/Certification (Bidder met the minimum requirements of this section)
•	Mental Health Agency License included is in effect till 5/13/2021. Plan of correction attached.
7.	Certificate of Insurance (Bidder met the minimum requirements of this section)
•	Certificate of insurance valid till 12/31/20 for Work Comp, all other fields 7/1/2021.

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**EVALUATOR NAME:** Lauren Mournouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• CHCS is a fully licensed Mental Health Agency.</li> <li>• Bidder states that space will be available at the Houlton and Southern Aroostook CHCS offices. Exact addresses not included.</li> <li>• The following Infection control policies/procedures cited: All staff receive training on infection control practices during onboarding and annually thereafter. The onset of the Covid-19 pandemic required addendums to these policies and additional training on topics such as protocols for contact, self-screening and screening of patients and clients, reporting exposures, leave of absence due to and return to work following exposure, hand and respiratory hygiene practices, cleaning/sanitizing procedures, and the use of PPE/face coverings. CHCS supplies all staff with PPE made available through our Health &amp; Safety Committee. CHCS supplies masks, face coverings, face shields, gloves, hand sanitizer, gowns, disinfecting wipes, car seat covers, etc. depending on the need of staff and the risk level of the service being provided. CHCS provides face coverings for clients if they don't have one. The Agency also provides plastic bags for the disposal of any non-reusable items that may be contaminated.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder incorporated details from the staffing plan in this section to describe start-up activities for implementation as requested in the RFP. And responded in detail to section B.1.a.-d.</li> <li>• B.2. addressed: The Bidder included the process for dissemination and collection and anticipates a response rate of 80% similar to other programs.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provides in great detail the IT capability. States they will meet all of the expectations listed in the RFP.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Ensures the use of the EIS system.</li> </ul>

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E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder provides a detailed strategy to ensure low attrition:             <ul style="list-style-type: none"> <li>• recruitment activities including virtual and in-person job fairs, statewide websites, and job banks in order to attract highly qualified staff.</li> <li>• referral bonuses to any staff who refer an individual who is later hired;</li> <li>• very competitive salary for the ECCP Consultant position;</li> <li>• competitive benefit package.</li> </ul> </li> <li>• All other deliverable addressed.</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder addressed the ECCP model fidelity when responding to the expectations of the training and supervision section.</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• States that the implementation team will oversee the PM reporting.</li> </ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirements of this section.</li> </ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Job Descriptions included.</li> <li>• Lauren Pelton's resume included: L. Peyton is the proposed Consultant Supervisor.</li> <li>• Staffing plan meets the requirements of the RFP.</li> </ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The implementation Plan covers the initial period of performance. Great detail!</li> </ul>

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Program history began in 1883 and the agency has been delivering clinical services since 1948. Long history in service this area.</li> <li>• N – Bidder fails to identify all potential cultural groups with diversity needs in the county.</li> <li>• Bidder identified culturally responsive practices in services for specific groups.</li> <li>• N – Identified projects aren't overly relevant to the scope of work in this RFP.</li> <li>• N – 6 Letters of reference, but from foster parents versus outside organizations.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P - Bidder is not proposing to utilize subcontractors.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
4. Litigation
<ul style="list-style-type: none"> <li>• I – Wrongful discharge claim with jury award of \$161,265 claiming retaliation. Though organization denies and reports Maine Human Rights Commission concluded CHCS did not engage in discriminatory practices.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Present and current, though Workman's Comp due for renewal 12/31/20.</li> </ul>

**STATE OF MAINE  
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**DATE:** 10/8/2020

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Office areas in Augusta and Skowhegan for additional workspace and consultations.</li> <li>• P – increased capacity for telehealth.</li> <li>• N – hazard and infection control protections lacked detail.</li> <li>• P – Bidder stated they have a staff identified to monitor compliance with their licensing requirements.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Bidder went beyond stating they will fulfill the requirements and gave additional information for each required component and the steps they would take to implement.</li> <li>• P – bidder included a process for the satisfaction surveys.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder has experience working with external data platforms.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P- Bidder has a dedicated Health Information Manager/Chief Privacy Officer to aid with securing protected health information.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P – Utilizing Maine Background Check Center.</li> <li>• I – While not required as this is not a Medicaid service, Medicaid Disbarment check is not described as a recommended background check. The Bidder may wish to consider this check as well to rule out any potential concerns for prospective staff members, regardless of payer source of the covered service.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/8/2020

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• I - Bidder was cited for staff supervision in a recent licensing review and submitted a plan of correction on this topic.</li></ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• N – Bidder provided assurances they have the ability to track performance metrics, but do not directly address their plan to meet the required measures specifically.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• I – Bidder provided assurances they have the ability to report according to Department standards and established timeframes, but do not directly address their plan to meet the required reports specifically.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Staffing plan, job descriptions, and applicable resumes provided.</li><li>• Bidder acknowledged need for back-up.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Established in 1883</li> <li>• Began providing clinical services to families in various forms for almost 75 years</li> <li>• Bidder has staff that are fluent in multiple languages</li> <li>• Bidder has worked with Tribes in the area</li> <li>• Attached 3 projects</li> <li>• Letters of support attached</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart is attached, not very detailed</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached,</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached and valid</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder is currently licensed</li> <li>• Office located in Caribou with another office available in Houlton</li> <li>• States that policies and procedures exist for infection containment but give no detail</li> <li>• Bidder will provide employee with PPE, as well as supply face masks to clients if needed.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder will convene an implementation team to ensure all required components are fulfilled</li> <li>• Bidder already utilizes Department approved satisfaction surveys</li> <li>• Does not adequately respond to 3a, 3b, or 3c</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• No reference to HIPAA</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Does not respond to a-p</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Employs a Chief Privacy Officer</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Participates in Maine Background Check Center program</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder refers reader to the job description section</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Proposal only states 'Both the ECCP consultant and supervisor will be expected to fully participate in all training requirements</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health & Counseling Services

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

I. Performance Measures (Bidder met the minimum requirements of this section)
• Doesn't address the performance measure as outline in table 1
J. Reports (Bidder met the minimum requirements of this section)
• Bidder states that the reports will be submitted on time
2. Staffing (Bidder met the minimum requirements of this section)
• Job descriptions attached
• Resumes attached
• Staffing plan attached
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Attached

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
•
2. Subcontractors (Bidder met the minimum requirements of this section)
• P – No subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
• N-previous litigation
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• P- Familiar with CLASS
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P – Mission statement
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder provided detail on culturally responsive practices they have employed in several services.</li> <li>• N: Reference letters were all from foster parents. It would have been beneficial to have a letter from an organization that has a working relationship with the bidder. Letters of reference mainly referred to Kennebec County, not Aroostook County.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Organizational chart was clear and showed where ECCP will sit in relation to the organization as a whole.</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: One litigation with a jury award for wrongful termination of employment.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• I: Site review included with multiple deficiencies, mainly regarding timely signatures on documentation. Plan of Correction was accepted and license is current.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has a compliance manager who is responsible for ensuring licensing standards and compliance requirements are met.</li> <li>• P: Bidder has office space for Consultant in Caribou and Houlton satellite office, which would be helpful when serving ECE settings in various parts of the county.</li> <li>• N: Did not provide policies on infection control.</li> <li>• P: Full variety of PPE will be provided, much more than typically offered by providers.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has done trainings for schools on behaviors and mental health topics.</li> <li>• P: Appreciate that the bidder responded in detail to each programmatic requirement and explained the steps they would take to enact that aspect of the service.</li> <li>• P: The bidder stated one of the first steps would be to establish relationships with area early childhood providers and educate them about the opportunity, as well as assess needs.</li> <li>• N: Bidder did not differentiate in detail their understanding and plan to address each level of service in the ECCP model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has IT Department.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• P: Bidder has experience working within external data platforms while developing their own internal data tracking systems.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** Community Health and Counseling Services

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
• P: Bidder utilizes the Maine Background Check Center.
G. Staffing Requirements (Bidder met the minimum requirements of this section)
• P: Bidder is pre-advertising the position as a recruitment tool.
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
• P: Staffing plan addressed back-up if Consultant is unable to work or due to turnover.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• P: Detailed work plan that covered the entirety of the contract.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Northern Lighthouse Inc.

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
•
2. Subcontractors (Bidder met the minimum requirements of this section)
• P – No subcont.
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
•
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** Pilot Site 5

**BIDDER NAME:** Northern Lighthouse Inc.

**DATE:** 10/07/2020

**EVALUATOR NAME:** Crystal Arbour

**EVALUATOR DEPARTMENT:** OCFS

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**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
•
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
•
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)
•
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
•

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• N: Bidder did not adequately describe how they engage with diverse communities outside of non-discrimination, which is not engagement.</li> <li>• P: Bidder has established relationships with Head Start program.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
•
3. Organizational Chart (Bidder met the minimum requirements of this section)
•
4. Litigation (Bidder met the minimum requirements of this section)
•
5. Financial Viability (Bidder met the minimum requirements of this section)
• N: Financial statements were in tax forms, not reviewed financial statements.
6. Licensure/Certification (Bidder met the minimum requirements of this section)
•
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
• N: Insurance certificate appears expired.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

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**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
•
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
• N: Bidder did not demonstrate understanding of the levels of service in the ECCP model through detailing concrete steps they would take to implement.
• N: Bidder noted they would only be implementing with ACAP in the first year, which is not an accurate understanding.
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
•
D. Client Record (Bidder met the minimum requirements of this section)
•
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
•
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
•
G. Staffing Requirements (Bidder met the minimum requirements of this section)
•
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
•
I. Performance Measures (Bidder met the minimum requirements of this section)
• N: Performance measures included were from the Bidder, not from the RFP.
J. Reports (Bidder met the minimum requirements of this section)
•
2. Staffing (Bidder met the minimum requirements of this section)

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/07/2020

**EVALUATOR NAME:** Amy Beaulieu

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• N: Staffing plan was not detailed in terms of responsibilities for each allocated staff member in relation to the project.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>•</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/8/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

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**Individual Evaluator Comments:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder has 19 years experience.</li> <li>• Did not demonstrate a strong knowledge of cultural strengths and needs.</li> <li>• Bidder described having experience addressing diversity and cultural needs but did not provide any examples to support this claim.</li> <li>• Projects provided are services they currently provide, and did not clearly link to the relevance of this project.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Supplied but unclear where ECCP will fit in the organization</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder did not supply 3 years of audited or CPA prepared cost reports.</li> </ul>
6. Licensure/Certification
<ul style="list-style-type: none"> <li>• Present along with site report.</li> </ul>
7. Certificate of Insurance
<ul style="list-style-type: none"> <li>• Insurance provided but all coverage expired over 1 year ago.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/8/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder identified 4 offices (Caribou, Presque Isle, Mars Hill, Houlton)</li> <li>• Bidder stated they would comply with licensing and site reviews to maintain their license.</li> <li>• Provided infection control procedures but appears to be out of date? (March 2020). Additionally the bidder supplied a plan for multiple programs that was not relevant to this RFP.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Proposed a plan to partner with ACAP sites.</li> <li>• Bidder didn't describe how they will deliver ECCP with fidelity.</li> <li>• Bidder did not demonstrate a clear understanding of the ECCP model.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
D. Client Record
<ul style="list-style-type: none"> <li>• Bidder did not show a clear understanding of needing to document in EIS system and suggested duplicating work in their own EMR.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder provided the minimum response for recruitment and retention.</li> <li>• Bidder supplied rich description of what they will look for in a consultant.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5 - Aroostook

**BIDDER NAME:** The Northern Lighthouse

**DATE:** 10/8/20

**EVALUATOR NAME:** Dean Bugaj

**EVALUATOR DEPARTMENT:** DHHS/OMS

\*\*\*\*\*

I. Performance Measures
• Bidder lacked detail in how they will meet the requires performance measures.
J. Reports (Bidder met the minimum requirements of this section)
• Bidder supplied additional information not completely relevant to reporting.
2. Staffing
• Job description present
• Clinician and Clinical Consultant job description present and unclear why.
• Unable to find the staffing plan.
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
• Supplied – met requirement.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse, Inc.

**DATE:** 10/7/2020

**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:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Began in 2001.</li> <li>• 4 offices across Aroostook County (Caribou, Presque Isle, Mars Hill, Houlton)</li> <li>• Provides telehealth statewide</li> <li>• 3 projects reference themselves</li> <li>• Is this a letter of support?</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None to be used</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Org chart does not contain the staff for the proposed program</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Listed as none</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder attached tax returns</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Certificate was issued 11/25/2019.</li> <li>• All policies listed have expired per attached certificate</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse, Inc.

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Proposes using the offices in Caribou, Presque Isle, Mars Hill, and Houlton</li> <li>• Also has a list of other possible sites</li> <li>• All offices are equipped with teleconferencing equipment</li> <li>• Bidder has infection control procedures and policies</li> <li>• MOU with ACAP</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Voice activated webcams when consultant can't sit in on class</li> <li>• Consultants will teach deep breathing techniques to parents and educators</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Vague on response</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder stated they would comply but did not specifically address the convictions mentioned in the RFP</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Bidder met minimum requirements</li> </ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Vague response, bidder merely said they "will strive to achieve all performance measures"</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse, Inc.

**DATE:** 10/7/2020

**EVALUATOR NAME:** Daniel Dresser

**EVALUATOR DEPARTMENT:** OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• Lists the mandatory performance measures as proposed performance measures</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Bidder met minimum requirements</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Staffing plan inadequate</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Attached</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse, Inc.

**DATE:**

**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:**

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• 19 years of experience.</li> <li>• Project #1: Targeted Case management</li> <li>• Project#2: Section 28 Services</li> <li>• Project #3: HCT Services</li> <li>• The Bidder did not address section 1.a.-b.</li> <li>• The Bidder provided a letter of support from ACAP.</li> </ul>
2. Subcontractors (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None cited.</li> </ul>
3. Organizational Chart (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Included. Where does ECCP fit in?</li> </ul>
4. Litigation (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• None.</li> </ul>
5. Financial Viability (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>•</li> </ul>
6. Licensure/Certification (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Attached with an email regarding the accepted corrective action plan.</li> </ul>
7. Certificate of Insurance (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The COI included is expired as of 1/2/2020.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

**BIDDER NAME:** The Northern Lighthouse, Inc.

**DATE:**

**EVALUATOR NAME:** Lauren Mounouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

**Individual Evaluator Comments:**

Part IV. Section III.
1. Services to be Provided
A. Facilities and Operational Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Northern Lighthouse, Inc. is licensed to operate a mental health agency in accordance with Maine State Law 34-B M.R.S.A. 3603, 3606. License MHA448197 is in effect from 03/21/2020 to 03/20/2022. TNLH will comply with all licensing standards according to site reviews/surveys conducted by the Department.</li> <li>• The Bidder is proposing use of the following four offices located across Aroostook County. These offices include Caribou (559 Sweden Street), Presque Isle (172 Academy Street), Mars Hill (14 Main Street), and Houlton (40 Market Square).</li> <li>• Does not confirm the FTE.</li> <li>• All other expectations of this section addressed.</li> <li>• Policy and Procedure related to health and safety addressed.</li> </ul>
B. Early Childhood Consultation Partnership (ECCP) Services (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirement of the section.</li> </ul>
C. Information Technology Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirement of the section.</li> </ul>
D. Client Record (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• The Bidder is only required to use the EIS system for collecting client records.</li> </ul>
E. Confidentiality of Protected Health Information (PHI) (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirement of the section.</li> </ul>
F. Staff Background Check Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Met the requirement of the section.</li> </ul>
G. Staffing Requirements (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"> <li>• Provides a plan to lower attrition by offering competitive wages, benefits, insurance and supplemental life insurances.</li> </ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202009136

**RFP TITLE:** Early Childhood Mental Health Consultation Services

**PILOT SITE #:** 5

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**DATE:**

**EVALUATOR NAME:** Lauren Moumouris

**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

<ul style="list-style-type: none"><li>• Confirms that the Consultant is fulltime:40 hours.</li></ul>
H. Staff Training and Supervision (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Met the requirement of the section.</li></ul>
I. Performance Measures (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Minimal response.</li></ul>
J. Reports (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Met the expectations of this section.</li></ul>
2. Staffing (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• Provided Job Descriptions and the resume of Jennifer Crandall.</li><li>• No Subcontractors.</li><li>• It is unclear if the staffing plan is included.</li></ul>
3. Implementation Work Plan (Bidder met the minimum requirements of this section)
<ul style="list-style-type: none"><li>• The Implementation plan covers the entire initial period of performance.</li></ul>



STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**

RFP #: 202009136

RFP TITLE: Early Childhood Mental Health Consultation Services

I, Crystal Arbour 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.**

Crystal Arbour  
Signature

10/5/2020  
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 #: 202009136

RFP TITLE: Early Childhood Mental Health Consultation Services

I, Amy Beaulieu 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.

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Amy Beaulieu  
Signature

10/05/2020  
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 #: 202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

I, Dean Bugaj 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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A handwritten signature in blue ink, appearing to read 'D. Bugaj', written over a horizontal line.

Signature

10/5/20

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#:202009136**

**RFP TITLE: Early Childhood Mental Health Consultation Services**

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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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.

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Signature

10/5/2020

Date



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DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**

RFP #: 202009136

RFP TITLE: Early Childhood Mental Health Consultation Services

I, Lauren Mounouris 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 Mounouris  
Signature

10.5.20  
Date