

State of Maine
Master Score Sheet

Bidder Name:		Maximus	MGT
Proposed Cost:		\$175,000	\$179,000
Scoring Sections	Points Available		
Section I: Preliminary Information	Pass/Fail	Pass	Pass
Section II: Organization Qualifications and Experience	45	45	43
Section III: Proposed Services	30	30	28
Section IV: Cost Proposal	25	25	24.4
TOTAL	<u>100</u>	<u>100</u>	<u>95.4</u>

Award Justification Statement
RFP# 202403059 Statewide Cost Allocation Plan

I. Summary

The Financial Reporting & Analysis Division within the Office of the State Controller is required to file a Statewide Central Service Cost Allocation Plan (STACAP) with the U.S. Department of Health and Human Services (HHS). Preparation of the plan requires analysis of central service costs, which are then allocated to various departments and agencies through an appropriate allocation methodology.

II. Evaluation Process

- Key Evaluation Team Members consisted of Sandra Royce, Director of Financial Reporting & Analysis, Brad Rodrigue, Financial Management Coordinator and Stacey Thomas, Financial Management Coordinator within the Financial Reporting & Analysis Division. All key evaluation members are well versed in the requirements with respect to the Statewide Central Service Cost Allocation Plan (STACAP).
- Proposals were evaluated based on the vendor's level of experience with compiling STACAP plans for State governments as well as negotiating those plans with the federal cognizant agency. The Team placed emphasis on experience with a statewide cost allocation plan, versus a smaller city or agency indirect cost plan due to the complexity involved in preparing a larger statewide plan.
- Emphasis was also placed on the level of detail and thoroughness of the proposal, as well as the vendors ability to meet the requirements of the RFP.

Qualifications & Experience

- Maximus has extensive experience working with statewide cost allocation plans, compiling plans for 32 states, as well as the District of Columbia.
- Maximus also seems to be involved with the direct negotiation of most of those plans with the state's federal cognizant agency.
- Three of Maximus's submitted projects, not including its current work with the State of Maine's STACAP plan, involved both the preparation and the negotiation of the state's STACAP plan.

III. Proposed Services

- Maximus has been preparing the Statewide Central Service Cost Allocation Plan (STACAP) for the State of Maine (State) for over 20 years so they are well aware of the requirements and expectations stated in the RFP.
- Maximus's proposal was thorough and detailed in its responses, meeting all the requirements of the RFP.
- Provided excellent detail of work plan by task, timeframe and staff level as well as a breakdown of individual positions who will be working on engagement.

IV. Cost Proposal

- Maximus – Total Contract = \$175,000
 - Initial Period (years 1-2) = \$35,000 per year
 - Renewal Period (years 3-5) = \$35,000 per year
- MGT – Total Contract = \$179,000
 - Initial Period (years 1-2) = \$34,500
 - Renewal Period (years 3-5) = \$36,000, \$36,000, \$38,000, respectively

V. Conclusion

- Maximus has extensive experience with preparing and directly negotiating a state's STACAP plan.
- Maximus has been preparing the Statewide Central Service Cost Allocation Plan (STACAP) for the State of Maine (State) for over 20 years so they are well aware of the requirements and expectations stated in the RFP.
- The proposal was thorough and detailed in its responses meeting all the deliverable requirements of the RFP.
- Due to the current working relationship with the State of Maine, the Team believes Maximus will be able to seamlessly transition to the next STACAP plan preparation once the current contract is done.



STATE OF MAINE
DEPARTMENT OF ADMINISTRATON
AND FINANCIAL SERVICES

Kirsten LC Figueroa
Commissioner

Janet T. Mills
Governor

June 17, 2024

Kyle Tyson, Senior Manager
Maximus US Services, Inc
1600 Tysons Blvd,
Suite 1400
McLean, Virginia 22102

SUBJECT: Notice of Conditional Contract Award under RFP # 202403059
Statewide Central Service Cost Allocation Plan (STACAP)

Dear Mr. Tyson:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for the preparation and negotiation of the Statewide Central Service Cost Allocation Plan (STACAP). The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Maximus US Services, Inc

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Sandra Royce".

Sandra Royce, CPA
Department of Administrative and Financial Services,
Office of the State Controller
14 State House Station
Augusta, ME 04330

STATEMENT OF APPEAL RIGHTS

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



STATE OF MAINE
DEPARTMENT OF ADMINISTRATON
AND FINANCIAL SERVICES

Kirsten LC Figueroa
Commissioner

Janet T. Mills
Governor

June 17, 2024

Bret Schyler, Vice President
MGT of America Consulting, LLC
4320 West Kennedy Boulevard,
Suite 200
Tampa, Florida 33609

SUBJECT: Notice of Conditional Contract Award under RFP # 202403059
Statewide Central Service Cost Allocation Plan (STACAP)

Dear Mr. Schyler:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for the preparation and negotiation of the Statewide Central Service Cost Allocation Plan (STACAP). The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Office of the State Controller
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: Maximus

DATE: 06/10/2024

SUMMARY PAGE

Department Name: DAFS – Office of the State Controller

Name of RFP Coordinator: Brad Rodrigue

Names of Evaluators: Stacey Thomas, Sandra Royce, Brad Rodrigue

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<i>The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years. Supporting documentation must include references from each State plan claimed as part of this section.</i>	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	45	45
Section III. Proposed Services	30	30
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: Maximus

DATE: 06/10/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

I. Preliminary Information

1. Proposal Cover Page

- *Provided. Proposal dated and authorized individual's name provided however it was not electronically signed, though the electronic signature is provided on the Debarment form.*

2. Debarment, Performance and Non-Collusion Certification

- *Provided and signed*

3. Eligibility Requirements – Maximus refers to Appendix C

- *The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years. Supporting documentation must include references from each State plan claimed as part of this section.*
 - a. The bidder has provided justification of direct experience developing STACAP plans for at least two other state governments in the past five years. Supporting documentation included references from each State.*
 - b. Project one - State of Delaware. Maximus prepares the STACAP plan in accordance with Title 2 of the code of Federal Regulations, Part 200, as well as calculating fixed indirect cost rates for multiple state agencies.*
 - c. Project two – Commonwealth of Massachusetts. Maximus prepares the STACAP plan in accordance with Title 2 of the code of Federal Regulations, Part 200, as well as calculating fixed indirect cost rates for multiple state agencies.*
 - d. Project three – State of Florida. Though the proposal didn't specify this project as meeting the eligibility criteria, it appears as though the work performed would meet the eligibility criteria as well.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059
RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)
BIDDER: Maximus
DATE: 06/10/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	45	45

Evaluation Team Comments:

II. Organization Qualifications and Experience

1. Overview of Organization

- *Maximus has developed Cost Allocation Plans for multiple state and local governments across 48 states and the District of Columbia, including SWCAPS for 33 states, with no significant disallowances.*
- *Within the last three years they have provided SWCAP services to 22 states, including the State of Maine*
- *More than 90 percent for their Cost Allocation Plan clients renew with them year after year, with many of them for more than 20 years.*
- *Provide three other projects, not including the work performed for the State of Maine, that demonstrate their ability to perform the services requested in the RFP. These include the states of Delaware, Massachusetts and Florida.*
- *Has considerable experience with resolving audit findings with federal and state negotiators.*

2. Subcontractors

- *No plans to use a subcontractor*

3. Organization Chart

- *Provided*
- *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement*

4. Litigation

- *Has provided a listing of outstanding and closed litigation against Maximus. Most of the litigation appears to be employment related. The State has prior working relationship with Maximus it does not appear as though these situations will impact the relationship with the State or Maximus ability to perform the services requested.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: Maximus

DATE: 06/10/2024

- *One lawsuit was filed by an individual that appears to be related to work performed for the State of Texas, however it was not filed by the State itself and the State has elected to not intervene in the matter.*

5. *Licensure/Certification*

- *A copy of the company's certificate stating that it is a duly qualified foreign business corporation under the laws of the State of Maine and that they are not restricted from transacting business in the State (filed originally on January 23, 2009, and approved by Shenna Bellows in May 2024).*

6. *Certificate of Insurance*

- *Provided – up to \$2 million in general liability insurance per occurrence and \$10 million in professional liability insurance per occurrence.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: Maximus

DATE: 06/10/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	30

Evaluation Team Comments:

III. Proposed Services

1. Services to be Provided

- *Maximus utilizes a proprietary cost allocation solution referred to as MAXCAP, which is the result of nearly 30 years of continuous development and refinement. Maximus has invested significant company resources into their proprietary software application.*
- *The model utilizes the Double Step-Down methodology. According to their proposal, they utilize this approach because central service departments provide services to other central service departments, thus a double step-down procedure ensures the accurate allocation of costs. Since the central service departments cannot simultaneously allocate their costs, the process must be done sequentially, one department after another. The second step-down allows for the equitable allocation of the costs each central service department receives from another.*
- *Maximus provides innovative cost allocation techniques that can optimize federal and state reimbursement.*
- *The proposal also highlighted the fact that Maximus has been preparing the Statewide Central Service Cost Allocation Plan (STACAP) for the State of Maine (State) for over 20 years.*

2. Implementation – Work Plan

- *Work plan provided in a timeline bar chart with a breakdown of each task and who was responsible for performing that task. Maximus provided a very detailed explanation of each task.*
- *Proposed completion of STACAP plan within a twelve-week period each fiscal year.*
- *A list of information requested from the State was provided.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: Maximus

DATE: 06/10/2024

Cost Proposal

Lowest Submitted Cost Proposal	x	Cost Proposal Being Scored	x	Score Weight	=	Score
175,000	x	175,000	x	25 points	=	25

Evaluation Team Comments:

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*
- *There was an error on the cost proposal form, but we received email confirmation from Maximus regarding which cost total to use.*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: MGT of America Consulting, LLC

DATE: 06/10/2024

SUMMARY PAGE

Department Name: DAFS – Office of the State Controller

Name of RFP Coordinator: Brad Rodrigue

Names of Evaluators: Stacey Thomas, Sandra Royce, Brad Rodrigue

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<i>The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years. Supporting documentation must include references from each State plan claimed as part of this section.</i>	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	45	43
Section III. Proposed Services	30	28
Section IV. Cost Proposal	25	24.4
<u>Total Points</u>	<u>100</u>	<u>95.4</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: MGT of America Consulting, LLC

DATE: 06/10/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

I. Preliminary Information

1. Proposal Cover Page

- *Provided and signed.*

2. Debarment, Performance and Non-Collusion Certification

- *Provided and signed*

3. Eligibility Requirements

- *The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years. Supporting documentation must include references from each State plan claimed as part of this section.*
 - a. The bidder has provided justification of direct experience developing STACAP plans for at least two other state governments in the past five years. Supporting documentation included references from each State.*
 - b. Project one - State of New Mexico. MGT has prepared and submitted the STACAP plan for the State of New Mexico since FY 2010.*
 - c. Project two - State of Texas. MGT has prepared the STACAP plan for the State of Texas since FY 2009.*
 - d. Project three - State of Washington. MGT has prepared and negotiated the STACAP plan for the State of Washington since FY 2012.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: MGT of America Consulting, LLC

DATE: 06/10/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	45	43

Evaluation Team Comments:

II. Organization Qualifications and Experience

1. Overview of Organization

- *MGT currently prepares six annual statewide cost allocation plans, along with many of those states related agency cost allocation plans and indirect cost rates.*
- *Provided three projects that demonstrate their ability to perform the services requested in the RFP. These include the states of New Mexico, Texas and Washington.*
- *However, it does not appear that in each project provided they have been involved in the negotiation process.*

2. Subcontractors

- *No plans to use a subcontractor*

3. Organization Chart

- *Provided*
- *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement*

4. Litigation

- *MGT of America Consulting, LLC has not been involved in any litigation or court proceedings whereby a court or any other administrative agency has ruled against MGT in matters relating to the professional activities of the firm.*

5. Licensure/Certification

- *None. There is no license or certification required for this RFP.*

6. Certificate of Insurance

- *Provided – up to \$1 million in general liability insurance per occurrence and \$5 million in professional liability insurance per occurrence.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: MGT of America Consulting, LLC

DATE: 06/10/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	28

Evaluation Team Comments:

III. Proposed Services

1. Services to be Provided

- *MGT utilizes a proprietary Software as a Service (SaaS) cost allocation software referred to as Burso, which incorporates years of refinement and continual field use by MGT consultants.*
- *The model utilizes the double iteration (step-down) methodology, ensuring the full allocation of all costs and the recognition of the cross allocations among central service agencies.*
- *MGT will maximize the potential recovery of the state’s non-billed central service costs.*
- *MGT will assist in the preparation of the 2 CFR Part 200 financial reconciliations for each billed service and will annually review the financial statements and billing rates development.*
- *Will provide guidance to the State and service agency management on compliance with federal requirements and assist with understanding the issues raised by CAS during their annual review and formulating an approach to addressing issues.*
- *The proposal does not clearly state which party would be responsible for the actual negotiations with CAS. MGT states that they would be available to assist the State with these negotiations. However, the State is looking for a vendor to be the primary contact for negotiations and would be available to provide any necessary information that the vendor needs as part of the negotiation process.*

2. Implementation – Work Plan

- *Work plan provided in a timeline bar chart with a breakdown of each task and who was responsible for performing that task. MGT provided a very detailed explanation of each task.*
- *Proposed completion of STACAP plan within a three month period each fiscal year.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER: MGT of America Consulting, LLC

DATE: 06/10/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
175,000	,	179,000	x	25 points	=	24.4

Evaluation Team Comments:

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

1. Proposal Cover Page

- *Provided. Proposal dated and authorized individual’s name provided however it was not electronically signed, though the electronic signature is provided on the Debarment form.*

2. Debarment, Performance and Non-Collusion Certification

- *Provided and signed*

3. Eligibility Requirements – Maximus refers to Appendix C

- *The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years. Supporting documentation must include references from each State plan claimed as part of this section.*
 - a. *The bidder has provided justification of direct experience developing STACAP plans for at least two other state governments in the past five years. Supporting documentation included references from each State.*
 - b. *Project one - State of Delaware. Maximus prepares the STACAP plan in accordance with Title 2 of the code of Federal Regulations, Part 200, as well as calculating fixed indirect cost rates for multiple state agencies.*
 - c. *Project two – Commonwealth of Massachusetts. Maximus prepares the STACAP plan in accordance with Title 2 of the code of Federal Regulations, Part*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

200, as well as calculating fixed indirect cost rates for multiple state agencies.

II. Organization Qualifications and Experience

1. Overview of Organization

- *Maximus has developed Cost Allocation Plans for multiple state and local governments across 48 states and the District of Columbia, including SWCAPS for 33 states, with no significant disallowances.*
- *More than 90 percent for their Cost Allocation Plan clients renew with them year after year, with many of them for more than 20 years.*
- *Provide three other projects, not including the work performed for the State of Maine, that demonstrate their ability to perform the services requested in the RFP. These include the states of Delaware, Massachusetts and Florida.*

2. Subcontractors

- *No plans to use a subcontractor*

3. Organization Chart

- *Provided*
- *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement*

4. Litigation

- *Various lawsuits pending and resolved were provided. The majority of the lawsuits were brought on by former employees and do not appear to be contract related.*
- *One lawsuit was filed by an individual that appears to be related to work performed for the State of Texas, however it was not filed by the State itself and the State has elected to not intervene in the matter.*

5. Licensure/Certification

- *A copy of the company's certificate stating that it is a duly qualified foreign business corporation under the laws of the State of Maine and that they are not restricted from transacting business in the*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

State (filed originally on January 23, 2009, and approved by Shenna Bellows in May 2024).

6. Certificate of Insurance

- *Provided – up to \$2 million in general liability insurance per occurrence and \$10 million in professional liability insurance per occurrence.*

III. Proposed Services

1. Services to be Provided

- *Maximus utilizes a proprietary cost allocation solution referred to as MAXCAP, which is the result of nearly 30 years of continuous development and refinement. Maximus has invested significant company resources into their proprietary software application.*
- *The model utilizes the Double Ste-Down methodology. According to their proposal, they utilize this approach because central service departments provide services to other central service departments, thus a double step-down procedure ensures the accurate allocation of costs. Since the central service departments cannot simultaneously allocate their costs, the process must be done sequentially, one department after another. The second step-down allows for the equitable allocation of the costs each central service department receives from another.*
- *The proposal also highlighted the fact that Maximus has been preparing the Statewide Central Service Cost Allocation Plan (STACAP) for the State of Maine (State) for over 20 years.*

2. Implementation – Work Plan

- *Work plan provided in a timeline bar chart with a breakdown of each task and who was responsible for performing that task. Maximus provided a very detailed explanation of each task.*
- *Proposed completion of STACAP plan within a twelve-week period each fiscal year.*

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *There was an error on the cost proposal form, but we received email confirmation from Maximus regarding which cost total to use.*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT of America Consulting, LLC

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

1. Proposal Cover Page

- Provided and signed.*

2. Debarment, Performance and Non-Collusion Certification

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3. Eligibility Requirements

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 - a. The bidder has provided justification of direct experience developing STACAP plans for at least two other state governments in the past five years. Supporting documentation included references from each State.*
 - b. Project one - State of New Mexico. MGT has prepared and submitted the STACAP plan for the State of New Mexico from FY 2010 through FY2023.*
 - c. Project two - State of Texas. MGT has prepared the STACAP plan for the State of Texas from FY 2009 through FY2023.*
 - d. Project three - State of Washington. MGT has prepared and negotiated the STACAP plan for the State of Washington since FY 2012.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT of America Consulting, LLC

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

II. Organization Qualifications and Experience

1. Overview of Organization

- *MGT currently prepares six annual statewide cost allocation plans, along with many of those states related agency cost allocation plans and indirect cost rates.*
- *Provide three projects that demonstrate their ability to perform the services requested in the RFP. These include the states of New Mexico, Texas and Washington.*

2. Subcontractors

- *No plans to use a subcontractor*

3. Organization Chart

- *Provided*
- *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement*

4. Litigation

- *MGT of America Consulting, LLC has not been involved in any litigation or court proceedings whereby a court or any other administrative agency has ruled against MGT in matters relating to the professional activities of the firm.*

5. Licensure/Certification

- *None provided*

6. Certificate of Insurance

- *Provided – up to \$1 million in general liability insurance per occurrence and \$5 million in professional liability insurance per occurrence.*

III. Proposed Services

1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT of America Consulting, LLC

DATE: 6/4/2024

EVALUATOR NAME: Brad Rodrigue

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *MGT utilizes a proprietary Software as a Service (SaaS) cost allocation software referred to as Burso, which incorporates years of refinement and continual field use by MGT consultants.*
- *The model utilizes the double iteration (step-down) methodology, ensuring the full allocation of all costs and the recognition of the cross allocations among central service agencies.*

2. Implementation – Work Plan

- *Work plan provided in a timeline bar chart with a breakdown of each task and who was responsible for performing that task. MGT provided a very detailed explanation of each task.*
- *Proposed completion of STACAP plan within a three month period each fiscal year.*

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

1. Proposal Cover Page

- Meets all requirements.*

2. Debarment, Performance and Non-Collusion Certification

- Meets all requirements.*

3. Eligibility Requirements

- Per PART 1, C of the RFP the Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years.
 - a. Meets requirements of developing STACAP plans for at least two other states in the past five years.**

II. Organization Qualifications and Experience

1. Overview of Organization

- Maximus has decades of experience in the analysis and preparation of complex Cost Allocation Plans (CAPs), Indirect Cost Rate Proposals (ICRPs), State-wide Cost Allocation Plans (SWCAPs), and Public Assistance Cost Allocation Plans (PACAPs).*
- Provided three other projects, not including the work performed for the State of Maine, that demonstrate their ability to perform the services requested in the RFP. These include the Commonwealth of Massachusetts and the states of Delaware and Florida.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *All three projects involved Maximus calculating the SWCAP plans in accordance with Title 2 of the code of Federal Regulations, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*
 - *Maximus is the leading firm in preparing and negotiating SWCAPs, having prepared more than all other firms combined during the last 49 years.*
 - *As shown in Exhibit 1-3: Overview of SWCAPs Prepared, Maximus has assisted 32 states and the District of Columbia with SWCAP services. In the last 3 years they have provided SWCAP services to 22 states including the State of Maine.*
2. *Subcontractors*
 - *No plans to use a subcontractor.*
 3. *Organization Chart*
 - *Provided*
 - *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement.*
 4. *Litigation*
 - *Meets all requirements.*
 5. *Licensure/Certification*
 - *Education, Certifications and Professional Affiliations were provided for each project team member.*
 6. *Certificate of Insurance*
 - *Provided.*
- III. *Proposed Services*
1. *Services to be Provided*
 - *Maximus provides innovative cost allocation techniques that can optimize federal and state reimbursement.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *Maximus has invested significant company resources in developing and refining a proprietary system to provide our clients with more than just a complex spreadsheet.*
- *A reliable software application (MAXCAP) is a critical component of this engagement as accurate cost allocation is a foundation of the State's realization of expected revenue.*
- *MAXCAP applies a Double Step-Down methodology in its cost allocation calculations.*

2. Implementation – Work Plan

- *Detailed work plan provided in a written and timeline chart.*
- *They provided a breakdown by week of the tasks to be performed and the individual positions that will be performing each task.*

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

1. Proposal Cover Page

- Meets all requirements.*

2. Debarment, Performance and Non-Collusion Certification

- Meets all requirements.*

3. Eligibility Requirements

- Per PART 1, C of the RFP the Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) years.
 - a. Meets requirements of developing STACAP plans for at least two other states in the past five years.**

II. Organization Qualifications and Experience

1. Overview of Organization

- MGT has 50 years of experience providing management consulting services to state and local governments. Proposed Services notes an average of 15 years of experience with CAPs but doesn’t specifically mention experience level with SWCAP.*
- MGT prepares six annual statewide indirect allocation plans. They included three other projects, not including the work performed for the State of Maine, that demonstrate their ability to perform the services requested in the RFP. These include the states of New Mexico, Texas and Washington. The experience appears to be limited in regard to SWCAP preparation.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *Question as to whether MGT will handle all negotiations with CAS. It seems like from file 3 page 6 – that they will help the state, not do the negotiation. Pg 11 of file 3 does say with submit or assist. Given the few SWCAP filings they do I am somewhat concerned about experience with negotiations.*
- 2. *Subcontractors*
 - *No plans to use a subcontractor.*
- 3. *Organization Chart*
 - *Provided*
 - *Available members for the project are identified, clear roles appear to be identified with respect to the proposed engagement.*
- 4. *Litigation*
 - *Meets all requirements.*
- 5. *Licensure/Certification*
 - *Education, Certifications and Professional Affiliations were provided for each project team member when applicable.*
- 6. *Certificate of Insurance*
 - *Provided – up to \$1 million in liability insurance per occurrence.*

III. Proposed Services

1. Services to be Provided

- *MGT will maximize the potential recovery of the state's non-billed central service costs.*
- *MGT will assist in the preparation of the 2 CFR Part 200 financial reconciliations for each billed service and will annually review the financial statements and billing rates development.*
- *MGT utilizes proprietary SaaS cost allocation software, Burso, to develop the CAPs. The Burso software uses a double iteration (step down) methodology. The software enables the allocation of an unlimited number of cost pools using multiple allocation bases.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 6/04/2024

EVALUATOR NAME: Sandra Royce

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

2. Implementation – Work Plan

- *Detailed work plan provided in a written and timeline chart.*
- *They provided a breakdown by week of the tasks to be performed and the individual positions that will be performing each task.*

IV. Cost Proposal

- *Cost proposal provided for all periods (initial and renewal periods)*
- *Does not appear to include any costs related to the preparation of this submission or the negotiation of contract with the State.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 06/04/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

- 1. Proposal Cover Page – Proposal cover page was provided however was missing signature.*
- 2. Debarment, Performance and Non-Collusion Certification - Debarment, Performance and Non-Collusion Certification signed and dated.*
- 3. Eligibility Requirements*
 - Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP.*
 - The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) year*

Maximus has met the eligibility requirements. Has performed SWCAP for three state governments – Delaware, Massachusetts, and Florida

II. Organization Qualifications and Experience

1. Overview of Organization-

- Maximus is a national market leader in the analysis and preparation of **complex** cost allocation plans, statewide cost allocation plans and indirect cost plans.*
- For the three projects provided each were for a statewide cost allocation plan.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 06/04/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *In the last three years have completed statewide cost allocation plans for 22 states.*
 - *Has considerable experience with resolving audit findings with federal and state negotiators.*
 - *Organizational chart along with resumes has been provided.*
2. *Subcontractors - No subcontractors will be used.*
 3. *Organization Chart – Organizational chart has been provided with detail of personnel and position along with their resumes.*
 4. *Litigation – Has provided a listing of outstanding and closed litigation against Maximus. Most of the litigation appears to be employment related. The State has prior working relationship with Maximus and I don't believe that these situations will impact the relationship with the State or Maximus ability to perform the services requested.*
 5. *Licensure/Certification - There is no requirement in the RFP for licensure or certification. Maximus provided a certification that it is a “duly qualified business corporation” and can transact with the State of Maine.*
 6. *Certificate of Insurance – Provided ACORD Certificate of Insurance for Commercial and Professional Liability (along with other insurances).*

III. Proposed Services

1. *Services to be Provided*
 - *Federal cost negotiators are familiar with the Maximus software. Because of the working relationship with the federal cost negotiators is helpful in securing an agreement for the State of Maine.*
 - *Provided detail on the Methodology to be used.*
 - *Interactive communication with the State.*
 - *Software – MAXCAP- is versatile enough to run both a statewide and local government cost allocation plan.*
2. *Implementation – Work Plan*
 - *Detailed and thoughtful approach was provided by tasks.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: Maximus

DATE: 06/04/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *Workplan was provided on a timeline chart. Each task was concisely described and what level of position would be performing the tasks.*
- *A list of information requested from the State was provided.*

IV. Cost Proposal

- *Cost proposal is broken down by Initial Period and Renewal Periods*
- *RFP requires that cost be broken out between the preparation of the STACAP from the cost of negotiation of filing which was provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 06/03/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

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

Individual Evaluator Comments:

I. Preliminary Information

- 1. Proposal Cover Page – Proposal cover page signed and dated and contains the required information.*
- 2. Debarment, Performance and Non-Collusion Certification - Debarment, Performance and Non-Collusion Certification signed and dated.*
- 3. Eligibility Requirements*
 - Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP.*
 - The Bidder must have direct experience developing STACAP plans for at least two other state governments in the past five (5) year*

MGT has met the eligibility requirements. Has direct experience (and provided project details) with state cost allocation plans for at least three state governments (New Mexico, Texas and Washington).

II. Organization Qualifications and Experience

- 1. Overview of Organization:*
 - Organization has been around for a long time (beginning in 1974 as a public sector research firm and growing into the consulting services.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 06/03/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

- *Many of the consultants have worked in government agencies as managers or staff and have insider knowledge and understanding of a government environment, however, many of that experience were either counties or cities.*
 - *Of the three projects highlighted, only one of the projects had negotiations. The RFP requires a negotiation as part of the proposed services, more emphasis will be placed on negotiation experience.*
2. *Subcontractors – No subcontractors will be used.*
 3. *Organization Chart – an organizational chart was provided with position title.*
 4. *Litigation – MGT is not aware of any potential or contemplated actions, disputes, defaults, or liens*
 5. *Licensure/Certification – There is no license or certification required for this RFP.*
 6. *Certificate of Insurance – Provided an ACORD form for commercial general liability insurance, professional liability insurance and other liability insurances.*

III. Proposed Services

1. Services to be Provided

- *Will utilize Burso, MGT cost allocation software, which enables the allocation of an unlimited number of cost pools using multiple allocation bases. Also provides summary and management reports.*
- *Has extensive files, reports, opinions, and data that is available to the State.*
- *Will provide guidance to the State and service agency management on compliance with federal requirements and assist with understanding the issues raised by CAS during their annual review and formulating an approach to addressing issues.*
- *Will be available if questions arise during an audit and provide documentation in support of the STACAP.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403059

RFP TITLE: Statewide Central Service Cost Allocation Plan (STACAP)

BIDDER NAME: MGT

DATE: 06/03/2024

EVALUATOR NAME: Stacey Thomas

EVALUATOR DEPARTMENT: DAFS – Office of the State Controller

2. Implementation – Work Plan

- *Project timeline was provided with details of tasks performed at each stage and the level of position that is responsible for that task.*
- *Provided details of the information that will be requested from the State in order to perform the work.*
- *Plan to have complete the CAP and Indirect Rates in three months, providing key information is made available timely.*

IV. Cost Proposal

- *Cost proposal is broken down by Initial Period and Renewal Periods*
- *RFP requires that cost be broken out between the preparation of the STACAP from the cost of negotiation of filing which was provided.*



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES – OFFICE OF
THE STATE CONTROLLER

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403059

RFP TITLE: **Statewide Central Service Cost Allocation Plan (STACAP)**

I, **Brad Rodrigue** accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services – Office of the State Controller. 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 and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. 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 award decision notices for public distribution.

Brad Rodrigue
Signature

5/29/24
Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES – OFFICE OF
THE STATE CONTROLLER

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403059

RFP TITLE: **Statewide Central Service Cost Allocation Plan (STACAP)**

I, **Sandra Royce** accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services – Office of the State Controller. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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Sandra Royce
Signature

6/3/24
Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES – OFFICE OF
THE STATE CONTROLLER

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403059

RFP TITLE: **Statewide Central Service Cost Allocation Plan (STACAP)**

I, **Stacey Thomas** accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services – Office of the State Controller. 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 and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. 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 award decision notices for public distribution.

Stacey Thomas
Signature

5/30/24
Date