

State of Maine
Master Score Sheet

RFP# 202407132					
Vendor Disparity Study					
Bidder Name:		BBC Research & Consulting	Keen Independent		
Proposed Cost:		\$614,475.00	\$595,069.00		
Scoring Sections	Points Available	100	100		
Section I: Preliminary Information	Pass/Fail	Pass	Pass		
Section II: Organization Qualifications and Experience	30	25	28		
Section III: Proposed Services	30	20	29		
Section IV: Cost Proposal	40	38.74	40		
TOTAL	<u>100</u>	<u>83.74</u>	<u>97</u>		

Award Justification Statement
RFP# 202407132, Vendor Disparity Study

I. Summary

The State of Maine is seeking a qualified bidder to perform a comprehensive Vendor Disparity Study from April 2020 to April 2024. This study will use quantitative and qualitative data to assess the opportunities and barriers for different businesses to participate in competitive bidding. In short, this study will be used to determine trends in public spending, by industry, and by specific community. The awarded bidder will also present policy suggestions based on their findings.

II. Evaluation Process

The evaluation process was conducted first by confirming no conflicts of interest, then team members took individual notes—without scoring. The team met to conduct team consensus evaluation and scoring. Members of the team are subject matter experts in the fields of: Information Technology, DEI/ HR, Financial Analysis, and Vendor Diversity/Procurement.

III. Qualifications & Experience

- Awarded bidder has experience operating in the State of Maine.
- Repeat government customers on projects of this scale is encouraging.
- More than half of customers are repeats.
- Two subcontractors in Maine. Using local talent. Will be leveraged for outreach.

IV. Proposed Services

- No legal challenges—ever.
- Local subcontractors used for outreach.
- Timeline is well thought-out.
- Experience in New England, geographic market area.
- Principal has experience with Maine Government.
 - Maine Housing Authority
- Multiple on team have university-level Statistics and Economics experience.
 - Specialized at high level

V. Cost Proposal

Cost for each submitted bid was calculated utilizing the cost proposal formula from Part V-B, point 3 'Scoring the Cost Proposal' in the RFP. The awarded bidder had the lowest submitted cost and was awarded the full 40 points.

VI. Conclusion

The conditionally awarded bidder received the highest overall score in all categories of the evaluation process. As such the evaluation team has determined that this bidder will provide the best overall value to the State of Maine.



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**Janet T. Mills
Governor**

**Kirsten LC Figueroa
Commissioner**

AWARD NOTIFICATION LETTER

November 1, 2024

Keen Independent Research LLC
100 Fillmore Street, Fifth Floor
Denver, Colorado 80206

**SUBJECT: Notice of Conditional Contract Award under RFP # 202407132,
Vendor Disparity Study**

Dear David Keen:

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 202407132, Vendor Disparity Study. 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:

- Keen Independent Research LLC

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 black ink that reads "Adam Dounane". The signature is written in a cursive, flowing style.

Adam Dounane
Maine Accessible Procurement Coordinator
adam.dounane@maine.gov

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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**Janet T. Mills
Governor**

**Kirsten LC Figueroa
Commissioner**

AWARD NOTIFICATION LETTER

November 1, 2024

BBC Research & Consulting
1999 Broadway, Suite 1470
Denver, Colorado 80202

**SUBJECT: Notice of Conditional Contract Award under RFP # 202407132,
Vendor Disparity Study**

Dear Julie Kendall:

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 202407132, Vendor Disparity Study. 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:

- Keen Independent Research LLC

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 black ink that reads "Adam Dounane". The signature is written in a cursive, flowing style with a large initial 'A' and a decorative flourish at the end.

Adam Dounane
Maine Accessible Procurement Coordinator
adam.dounane@maine.gov

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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: Keen Independent Research LLC
DATE: October 28th, 2024

SUMMARY PAGE

Department Name: DAFS, Procurement Services
Name of RFP Coordinator: Adam Dounane
Names of Evaluators: Adam Dounane, Shiva Darbandi, Karen Knox, James Riordan

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
The Bidder must provide an example of one (1) past project they completed using statistical measurements.	x	
The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.	x	
By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder’s personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder’s personnel assigned to the Study has a Juris Doctor degree from an accredited university.	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	28
Section III. Proposed Services	30	29
Section IV. Cost Proposal	40	40
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: Keen Independent Research LLC
DATE: October 28th, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- *Requirements met*
- *Paper study superfluous and not recent. Would've preferred CV, list of publications*

Section I Preliminary Information Non-scoring section (File #1)

- 1. Proposal Cover Page**
- 2. Responsible Bidder Certification**

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

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: Keen Independent Research LLC
DATE: October 28th, 2024

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	28

Evaluation Team Comments:

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

- *Diverse staff goes to experience in this space*
- *Over 200+ studies completed*
- *Minnesota in-process ‘largest ever’ study of its kind*
- *Colorado study in less than ten months. Over \$3.7B, large size for timescale*
- *Repeat customers encouraging sign*

2. Subcontractors

- *Two subcontractors are based in Maine*
- *Number of subcontractors*
 - *seems to have experience with larger team management*

3. Organizational Chart

- *Requirements met*
- *Chart is not screen-reader friendly. Concern on accessibility*
- *Delegation of responsibility could be clearer*

4. Litigation

- *No challenges ever*
- *Federal court experience*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER: Keen Independent Research LLC

DATE: October 28th, 2024

5. Financial Viability

- *All good*
- *More than half are repeated customers. Sign of strong relationship with customers*

5. Licensure/Certification

- *Good reasonably established. Active admission not necessary.*

6. Certificate of Insurance

- Requirements met.

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER: Keen Independent Research LLC

DATE: October 28th, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	29

Evaluation Team Comments:

Section III Proposed Services (File #3)

1. Services to be Provided

- *Clear generally*
- *COVID impact- perhaps extend value added option*
- *Geographic market area in Mass., New Hampshire, New England experience*

2. Profile

- *Impressive experience*
- *Legal framework seems robust and thought-out*
- *Data experience. Vague on handling IT assets, PII*

3. Principal Researcher

- *Identified team well*
- *Roles defined well*
- *Very experienced*
- *Experience with Maine House Authority. Previous work for State of Maine*
- *University stats and economics experience from multiple. PhD requirement exceeded*

5. Staffing/Staff Replacement

- *Requirements met.*
- *Line of succession and seniority could be clearer*

6. Legal Counsel

- *Good experience. More than 30 years listed.*
- *Requirements met*
- *80+ studies with proposer*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER: Keen Independent Research LLC

DATE: October 28th, 2024

7. Litigation Report

- *No legal challenges. very impressive*
- *but experience testifying need-be*

8. Implementation - Work Plan

- *Timeline seems reasonable, fleshed-out*
- *Shows commitment to public outreach*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: Keen Independent Research LLC
DATE: October 28th, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
\$595,069.00	,	\$595,096.00	x	40 points	=	40

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: BBC Research & Consulting
DATE: October 28th, 2024

SUMMARY PAGE

Department Name: DAFS, Office of State Procurement Services
Name of RFP Coordinator: Adam Dounane
Names of Evaluators: Adam Dounane, Karen Knox, James Riordan, Shiva Darbandi

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
The Bidder must provide an example of one (1) past project they completed using statistical measurements.	x	
The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.	x	
By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder’s personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder’s personnel assigned to the Study has a Juris Doctor degree from an accredited university.	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	25
Section III. Proposed Services	30	20
Section IV. Cost Proposal	40	38.74
<u>Total Points</u>	<u>100</u>	<u>83.74</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: BBC Research & Consulting
DATE: October 28th, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Section I Preliminary Information Non-scoring section (File #1)

- 1. Proposal Cover Page**
- 2. Responsible Bidder Certification**
 - *Requirements met*
 - *Bidder affirmed that there is a PhD in stats or economics, although this is not evident in the rest of the proposal.*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: BBC Research & Consulting
DATE: October 28th, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	25

Evaluation Team Comments:

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

- *Pleased with the experience (P)*
- *Studied 'legally defensible manner' good methodology (P)*

2. Subcontractors

- *Requirements met*

3. Organizational Chart

- *Requirements met*

4. Litigation

- *Requirements met. Nothing of concern. Good amount of experience in this space.*

5. Financial Viability

Requirements met. Nothing of concern.

5. Licensure/Certification

- *Requirements met. Also included certificate of good standing.*

6. Certificate of Insurance

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER: BBC Research & Consulting

DATE: October 28th, 2024

Requirements met.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: BBC Research & Consulting
DATE: October 28th, 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	30	20

Evaluation Team Comments:

Section III Proposed Services (File #3)

1. Services to be Provided

- *Experience with Federal Court scrutiny CA 9th Eastern District*
- *Detailed response*
- *Seems prepared to engage with the public*
- *Quality Assurance process looks good and reassuring.*

2. Profile

- *Seems experienced doing this type of work in general*
- *Could've spoken more directly to Maine and Maine populations. Disaggregation of data*

3. Principal Researcher

- *Very professional presentation*
- *Good general experience*
- *No PhD in stats or economics listed One bachelor's in economics on team*
 - *Specified need for specialist.*
- *Team in general seems very experienced*

5. Staffing/Staff Replacement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER: BBC Research & Consulting

DATE: October 28th, 2024

- *No replacement of key staff without written approval*

6. Legal Counsel

- *Very qualified*
- *Has JD*
- *40+ years experience*

7. Litigation Report

- *Four cases—all successfully defended*
- *Experience providing consultation*

8. Implementation - Work Plan

- *4 MONTHS FOR DATA COLLECTION SEEMS GOOD*
- *12 month timeline seems aggressive. not much chance for contingency*
- *Can't rush outreach*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER: BBC Research & Consulting
DATE: October 28th, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
\$595,069.00	,	\$614,475.00	x	40 points	=	38.74

Evaluation Team Comments:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: Keen Independent Research LLC
DATE: October 23, 2024
EVALUATOR NAME: Adam Dounane
EVALUATOR DEPARTMENT: DAFS, OSPS

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Requirements met

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Requirements met

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

Requirements met.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

Requirements met.

- *State of Minnesota, City of Atlanta, and Arizona DOT (P) Shows large scale capable up to \$2m and managing multiple studies.*
- *Minnesota (P) Another study in process with Keen.*
- *AzDOT (P) four studies shows confidence in bidder*
- *Atlanta (P) study conducted in early stages of program*
- *One of the first disparity studies after Croson decision (P) Experience and continued to today*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Provided CV's with photos (I) neither positive nor negative

Several subs have relevant experience in Maine and New England (P) Others are large scale in scope.

Submitter includes point-person from each above CV's (P)

Submitter did not include address or phone number for each sub (N)

Two Maine based firms will be used (P) Local talent and relevant experience Waterville & New Gloucester/Cumberland County (P, I) Mix of Central and Southern.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Requirements met (P)

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

No legal concerns (P) No studies conducted by Keen have been challenged

5. Financial Viability

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

Requirements met (P) Nothing of concern between PNLs and balance sheets.

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

Legal counsel already reasonably established- requirement met (P)

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Looks good. (P)

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Beyond legal counsel and mention of local outreach, the use of subcontractors is not clearly identified in this section (N).

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

All other requirements of this section have been met.

Demonstrated understanding of changing legal requirements e.g. SFFA v. UNC, Harvard (P)

Clearly lays out data collection, outreach, resource management, and providing advice on best practices (P)

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

Requirements met.

Experience successfully defending disparity studies and methodology in Federal District Court (P) 9th Circuit, CA Eastern District. Compelling gov't interest. Narrow tailor.

Demonstrates robust understanding of framework necessary for project viability and success (P)

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

Req's met (P)

Several of the team, including PR, have relevant experience as practitioners and educators in stats. (P)

Past completed project with Maine State Government (Housing Authority) (P)

PR has worked on 200+ disparity studies. (P) Well qualified.

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

Requirements met (P)

Roles clearly defined in this section (P)

Workload management and staffing flexibility (P)

Impressive and highly relevant staff experience (P)

Provided staff CV's with photos (I) neither positive nor negative

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: October 23, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

Requirements met (P)

30+ years' experience litigating in this space (P)

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

Requirements met (P)

No legal challenges (P)

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Requirements met (P)

- *Proposed schedule on page 65*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: Keen Independent Research
DATE: 10/24/2024
EVALUATOR NAME: James Riordan
EVALUATOR DEPARTMENT: DAFS

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Appendix A completed in accordance with requirements

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Appendix B completed in accordance with requirements

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.

- Note: This example of a past project is separate from the past projects/references required in Appendix C.

The bidder provided very detailed example (the full report) for a project for the using Statistical Measures.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

It was published by U.S. Census Bureau Center for Economic Studies

This example was about 12 years old.

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

Bidder provided an example from 2016 Fulton County Small Business Study that was prepared by Holland & Knight LLP. It analyzed recent cases and statutes regarding small business programs

Example provided was full report.

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

Dr. García-Pérez holds a Ph.D. in Economics from the University of Maryland

Bidders subcontractor does have a Juris Doctor (JD) Degree

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

Appendix C is complete making references to a document they prepared. Examples provided included several government entities.

Diverse staff

Performed over 200 disparity studies.

Currently conducting the 2025 Minnesota Joint Disparity Study, which is set to become the largest disparity study ever conducted with 16 participating entities, including the State of Minnesota

2020 State of Colorado Disparity Study completed in less than 10 months.

Contracts and subcontracts totaling \$3.2 billion and successfully reached 17,000 businesses in its availability survey.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Subcontractors for legal, community outreach, and survey administration

2 subcontractors are Maine based

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Organizational Chart provided

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

No legal challenges or litigation have been filed against Keen.

No program based on one of Keen Independent's or David Keen's studies has been successfully challenged in court.

Studies and Methodology have been held up by both U.S. District Court of the Eastern District of California and the Ninth Circuit Court of Appeals

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

More than half their clients are repeat clients

Keen appears to be in good financial standing

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

No licensures and certifications are included in the proposal.

Legal Counsel, Keith Weiner, Partner, Holland & Knight will provide the legal methodology and analysis. He will be a subconsultant to Keen.

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

Insurance provided

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- The methodology to conduct the disparity study has been upheld by the Ninth Circuit Court of Appeals and approved by the U.S. Department of Justice and U.S. Department of Transportation.
- Considered COVID 19 Impact
- Quantitative and Qualitative analyses
- Documented monthly progress reports

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

- Qualified in Statewide disparity studies.
- Listed every study over last 10 years
- Court-approved methodology
- Outlined ability to meeting constitutional requirements

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

This section identified the principal researcher as David Keen, Keen Independent Principal

Other key staff and subcontractors were identified as well

Provided in-depth information about Keen Independent team members, including resumes

Outlined team members expertise in economics and statistics

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

Keen has the largest dedicated disparity study team in the country

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research

DATE: 10/24/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

Keen will subcontract legal counsel. Keith Wiener, Holland & Knight Partner, will serve as the Legal Consultant on the disparity study

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

There have been no legal challenges and/or litigation filed against clients for which Keen conducted disparity studies nor has the firm been required to defend a disparity study prepared by another consultant.

No program based on a Keen Independent or David Keen study has been successfully challenged in court

Keen has testified as an expert witness in federal district court in the successful defense of DBE and MBE/WBE programs that were based in part on disparity studies that David Keen directed.

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- The study is scheduled to last 18 months from the Project Initiation meeting.
- Detailed workplan outlined by Deliverables.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: Keen Independent Research, LLC
DATE: October 28, 2024
EVALUATOR NAME: Karen Knox
EVALUATOR DEPARTMENT: MaineIT

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- Included

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- Included

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.

- Note: This example of a past project is separate from the past projects/references required in Appendix C.

- Included

2. The Bidder must provide an example of one (1) past project they completed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research, LLC

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- as part of a diversity program or a disparity study where they identified legal risks linked to the program.
- Note: This example of a past project is separate from the past projects/references required in Appendix C.
 - Included a professional journal article written by Senior Consultant
3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.
- Included –Senior Consultant

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

- Included
- A lot of experience

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

- Holland & Knight –
- It Is Time – Portland, Maine
- Black Travel Maine – Waterville, Maine
- Capital Strategic Solutions
- Customer Research International

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research, LLC

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Did not provide contact details

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

- Included – unsure if all listed will be working on this project

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

- Included – none

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

- Included

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

- Not included

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research, LLC

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Included

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- Included
- Detailed

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

- Included
- Lot of experience

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research, LLC

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Included
- Many years of experience

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

- Not named, indicate they have staff that will cover if needed

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

- Included

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

- Included

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research, LLC

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Included, detailed timeline
- No mention of accessing/requiring state data
- Will provide data to state
- These details can be confirmed during contract negotiations and/or project kick-off
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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

Individual Evaluator Comments:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. Requirement has been met.

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. Requirement has been met.

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.
Requirement has been met.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

Requirement has been met.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Requirement has partially been met. Possibly missing phone number and address for subcontractors.

3. Organizational Chart

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.
Requirement has been met.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Requirement has been met.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

Requirement has been met.

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

Requirement has been met.

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Requirement has been met.

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Requirement has been met.

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

Requirement has been met.

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

Requirement has been met.

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

Requirement has been met.

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

Requirement has been met.

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

Requirement has been met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: Keen Independent Research LLC

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Requirement has been met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: BBC Research & Consulting
DATE: October 25, 2024
EVALUATOR NAME: Adam Dounane
EVALUATOR DEPARTMENT: DAFS, OSPS

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Requirements met

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Requirements met

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 25, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.
3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

Eligibility requirements met.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

Requirements met (P)

*Been conducting work since Croson, 1989 (P) Early
commitment Statewide studies (P)*

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study **BIDDER**

NAME: BBC Research & Consulting **DATE:**

October 25, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

Requirements met (P)

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Requirements met (P)

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Requirements met (P) No litigation in past five years

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

Requirements met (P) Nothing of concern.

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

Requirements met (P)

Legal counsel reasonably established (P)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 25, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Requirements met (P) standard ACORD form

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Requirements met (P)

Public notices and meeting (P) Keeping Mainers informed

Experience getting subcontractor data (P)

Roles of subcontractors clearly described throughout (P)

Focus group with trade association rep's (P) pulls in organized labor

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 25, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

*Requirements met (P) Methodology tested in 9th Circuit.
Currently providing litigation support (I)*

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study (“Principal Researcher”). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder’s personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

*No doctorate degree in the field of economics or statistics listed (N)
Otherwise responsive.*

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study’s due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State’s approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder’s staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

*No doctorate to replace Principal Researcher (N)
No statistics/economics specialist listed (N)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 25, 2024

EVALUATOR NAME: Adam Dounane

EVALUATOR DEPARTMENT: DAFS, OSPS

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

Requirements met (P) 40+ years' experience, 80+ studies with proposer

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

Requirements met (P)

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Requirements met (P)

Impressive timeline proposed (P) Draft report end of month 10

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: BBC Research and Consulting
DATE: 10/23/2024
EVALUATOR NAME: James Riordan
EVALUATOR DEPARTMENT: DAFS

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Appendix A completed in accordance with requirements. No references made to other areas.

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Appendix B completed in accordance with requirements

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

Bidder provided examples of past projects they completed using statistical measurements. The example provides included experience using statistical measurements that align with the RFP. Examples also include disparity studies performed for other government entities.

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.

- Note: This example of a past project is separate from the past projects/references required in Appendix C.

The examples of disparity provided align with the RFP and prior experience performing studies for government entities.

The example provided did not directly identify legal risks linked to the program. However, the bidder does have a qualified Legal Consultant on the project team with 20 years of disparity study experience.

Bidders experience included studies performed for the City of Boston.

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

No Economic Doctorate Degree noted

No Statistical Doctorate Degree. Bidder does have a Ph.D. in Cognitive Psychology and appears to have provided some experience with inferential statistics, statistical modeling, statistical simulations, and other quantitative research tools.

Bidder subcontractor does have a Juris Doctor (JD) Degree

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

BBC is the only firm that uses a disparity study methodology that has been tested and approved by the Ninth Circuit Court of Appeals. Outcomes can be met in a legally defensible manner.

Claims to have the most experience in the industry and performed many projects with other government entities.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Three subcontractors will be used. One of them is a research firm located in the State of Maine. BBC will also contract with a law firm to address legal risks.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

The Senior Data Manager is assigned to the study as opposed to a subordinate employee.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

BBC has not been involved in any litigation within the past five years.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

BBC provided Balance Sheets and Income Statements for the prior 3 years. Based on these statements, BBC is in good financial standing.

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

BBC is an S-Corporation that was formed in Colorado in 1970. They included a copy of their Certificate of Good Standing with the State of Colorado.

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

BBC provided certificates of insurance of our professional liability, worker's compensation, and automotive liability coverage.

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also,

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- Study approach approved by Courts and Federal Government
- Documented Monthly Progress Reports
- Economist are on the staff
- The bidder has a detailed plan how they will conduct the study
- Engagement from the public throughout the study
- Includes Quality Assurance processes

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

- Qualified in Statewide disparity studies.
- Listed every study over last 10 years
- Court-approved methodology
- Communication with clients appears to be emphasized

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

- Key Personnel at BBC includes the Principal Researcher, as well as Head of Projects and Deliverables, Head of Data Analytics, Head of Operations. It also includes Key Personnel from the three subcontractors. Roles are clearly defined throughout this section.

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

The staff is made up of 20 researchers. Replacements were assigned for the BBC key personnel

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experienced in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

BBC will subcontract legal counsel. Keith Wiener, Holland & Knight Partner, will serve as the Legal Consultant on the disparity study

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated in and which involved their research or consultation in disparity studies and availability and utilization studies.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research and Consulting

DATE: 10/23/2024

EVALUATOR NAME: James Riordan

EVALUATOR DEPARTMENT: DAFS

BBC's staff has substantial litigation experience related to disparity studies. Four MBE and WBE business programs that were based—at least in part—on BBC disparity studies have faced litigation, and in all four cases, BBC provided litigation support and helped successfully defend clients in court.

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- The study is scheduled to last 12 months from the Project Initiation meeting.
- Detailed workplan by task and key personnel responsible was provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132
RFP TITLE: Vendor Disparity Study
BIDDER NAME: BBC Research & Consulting
DATE: October 28, 2024
EVALUATOR NAME: Karen Knox
EVALUATOR DEPARTMENT: MaineIT

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:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- Included

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- Included

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.

- Note: This example of a past project is separate from the past projects/references required in Appendix C.

- Included

2. The Bidder must provide an example of one (1) past project they completed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

as part of a diversity program or a disparity study where they identified legal risks linked to the program.

- Note: This example of a past project is separate from the past projects/references required in Appendix C.

- Included

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

- Included

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

- Included
- Significant experience

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

- VMH – Portland, ME
- Holland & Knight – Georgia
- Davis Research – California

3. Organizational Chart

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

- Included

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

- Included - None

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

- Included

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

- Included

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

- Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- Included
- Detailed list of services

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

- Included
- Significant experience

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study ("Principal Researcher"). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder's personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Included – years of experience, no PhD in economics or statistics

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study's due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State's approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder's staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

- Included names of assigned staff and their potential replacement

6. Legal Counsel

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

- Included, lots of experience, well versed

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

- Included, several examples.

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: October 28, 2024

EVALUATOR NAME: Karen Knox

EVALUATOR DEPARTMENT: MaineIT

- Very detailed
- Allow 4 months to collect state data
- No mention of how/where the data they use will be collected or stored.
Requires access to state data. Can be determined during contract negotiations or at project kick off.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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

Individual Evaluator Comments:

Section I Preliminary Information Non-scoring section (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. Requirement has been met.

2. Responsible Bidder Certification

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. Requirement has been met.

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. The Bidder must provide an example of one (1) past project they completed using statistical measurements.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Requirement has been met.

2. The Bidder must provide an example of one (1) past project they completed as part of a diversity program or a disparity study where they identified legal risks linked to the program.
 - Note: This example of a past project is separate from the past projects/references required in Appendix C.

Requirement has been met.

3. By submitting a proposal, the Bidder affirms that at least one (1) member of Bidder's personnel assigned to the Study has a doctorate degree in economics or statistics from an accredited university and at least one (1) member of Bidder's personnel assigned to the Study has a Juris Doctor degree from an accredited university.

Requirement could potentially be met through the principal researcher's doctorate in Cognitive Psychology, which is described as "a statistics-based, research discipline" in the Preliminary Information section of the documents submitted.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience performing comparable and satisfactory disparity, availability, or utilization analysis services for governmental entities within the past ten (10) years. Bidder shall include the contact person, governmental entity, address, telephone number, project start and end dates, and a brief description of the project.

Requirement has been met.

2. Subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Requirement has been met.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Requirement has been met.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Requirement has been met.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot or Bidders must provide the following information for each of the past three tax years:

- a. Balance Sheets
- b. Income (Profit/Loss) Statements

Requirement has been met.

5. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

- a. Copy of Active Admission for attorney(s) the bidder reasonably believes will be required to work with the State of Maine in the satisfactory performance of the deliverables enumerated in this RFP.

Requirement has been met.

6. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Requirement has been met.

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Requirement has been met.

2. Profile

Each proposal must include a profile of the Bidder's experience developing and conducting disparity, availability and utilization studies of MBE, WBE, VBE/SDVBE, SBE, and LGBTQ+. Bidders should demonstrate their ability to meet the constitutional requirements. Profiles shall include, but not be limited to, any experience of Bidder's personnel serving as designated testimonial or consulting expert witnesses under the Federal Rules of Civil Procedure or comparable state rules, or other lawsuits challenging race- or gender-conscious contracting programs.

Requirement has been met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

3. Principal Researcher

The proposal must identify a researcher who will be the principal point of contact and exercise responsibility for the overall conduct, day-to-day activities, and timeliness of the Study (“Principal Researcher”). The Principal Researcher must have served in this capacity on a similar disparity or availability study. Other professional team members must also be identified by name, title, qualifications, and duties to be performed in producing the Study. Bidder agrees that the Principal Researcher and other key staff assigned to the Study shall remain available for contact, direction, and management by the State during the entirety of the project throughout the term of the contract as long as the selected Bidder employs that individual. At least one member of Bidder’s personnel assigned to the Study must have a doctorate degree in economics or statistics from an accredited university and be able to apply statistical measurements in conformity with scientifically valid and accepted methods.

Requirement has been met.

5. Staffing/Staff Replacement

All Bidders shall provide a list of additional staff assigned to the Study and must demonstrate their ability, if necessary, to provide qualified additional and/or replacement staff to meet the Study’s due date(s). Proposed replacement staff shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Resume(s) and references may be requested for the proposed replacements. Substitution of professional personnel after the award may be a basis for termination of the Study contract unless agreed to by the State. The State retains the right to object to any subtraction, addition or substitution of proposed staff assigned to the Study made ten (10) days after the State’s approval of the project award. If the State objects to any subtraction, addition or substitution of Bidder’s staff, Bidder shall refrain from making any such change to the composition of its staff assigned to the Study.

It appears that the team only has one person with a doctorate. The team is mostly comprised of individuals with master’s degrees with significant number of individuals with political science or similar backgrounds.

6. Legal Counsel

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202407132

RFP TITLE: Vendor Disparity Study

BIDDER NAME: BBC Research & Consulting

DATE: 10/28/2024

EVALUATOR NAME: Shiva Darbandi

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

The Bidder must identify a licensed attorney or law firm that is experience in disparity studies and compliance monitoring and who will provide services to the Bidder for this Study on the legality of policies, development of the legal framework, analysis of disparity Study assignments and consult on other legal issues for this Study.

Requirement has been met.

7. Litigation Report

The Bidder shall provide a listing and disposition of all state and federal court cases, including its Principal Researcher, participated and which involved their research or consultation in disparity studies and availability and utilization studies.

Requirement has been met.

8. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Requirement has been met.



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

OFFICE OF STATE PROCUREMENT
SERVICES

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #202407132
RFP TITLE: Vendor Disparity Study

I, Adam Dounane 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. 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.

Adam Dounane

October 22, 2024

Signature

Date



Janet T. Mills
Governor

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**OFFICE OF STATE PROCUREMENT
SERVICES**

Kirsten LC Figueroa
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #202407132
RFP TITLE: Vendor Disparity Study**

I, James Riordan 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. 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.

James Riordan

10/16/24

Signature

Date



Janet T. Mills
Governor

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**OFFICE OF STATE PROCUREMENT
SERVICES**

Kirsten LC Figueroa
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #202407132
RFP TITLE: Vendor Disparity Study**

I, Karen Knox 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. 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.

Karen Knox

Signature

October 17, 2024

Date



Janet T. Mills
Governor

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES**

**OFFICE OF STATE PROCUREMENT
SERVICES**

Kirsten LC Figueroa
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #202407132
RFP TITLE: Vendor Disparity Study**

I, Shiva Darbandi 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. 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.

Shiva Darbandi

10/17/2024

Signature

Date