

**State of Maine
Master Score Sheet**

RFP# 202410183				
Youth Peer Support Statewide Network				
Bidder Name:		Community Care	Sweetser	The Opportunity Alliance
Proposed Cost:		1,512,264.00	\$ 1,837,473.00	\$ 3,741,872.00
Scoring Sections	Points Available			
Section I: Preliminary Information	N/A	N/A	N/A	N/A
Section II: Organization Qualifications and Experience	20.00	20.00	15.00	13.00
Section III: Proposed Services	50.00	49.00	28.00	13.00
Section IV:	25.00	<i>25.00</i>	<i>20.58</i>	<i>10.10</i>
a. Cost Proposal	5.00	<i>4.00</i>	<i>4.00</i>	<i>5.00</i>
b. Budget Narrative				
Section IV Total	30.00	29.00	24.58	15.10
TOTAL	<u>100.00</u>	<u>98.00</u>	<u>67.58</u>	<u>41.10</u>

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Award Justification Statement
RFP# 202410183
Youth Peer Support Statewide Network

I. Summary

Through RFP# 202410183 Youth Peer Support Statewide Network, the Department sought proposals for Youth Peer Support Statewide Network (YPSSN) services. Three Bidders responded to the RFP:

Community Care
Sweetser
The Opportunity Alliance

Through the evaluation process, Community Care received the highest score and was determined to provide the best value to the State of Maine.

II. Evaluation Process

An Evaluation Team, composed of five State employees, applied the consensus method in scoring the Bidders' Qualifications & Experience, Proposed Services, and Budget Narrative. Scores for the Cost Proposals were assigned using a mathematical formula.

III. Qualifications & Experience of Conditional Awardee

Community Care offered an accomplished, experience-laden portfolio demonstrating the ability to deliver the services required by the RFP and successfully perform under the prospective contract.

IV. Proposed Services by Conditional Awardee

Community Care provided a well-rounded response outlining an understanding of, and ability to meet, programmatic requirements of the RFP. Additionally, Community Care demonstrated the means and skills necessary to meet the RFP's performance requirements through its project teams' competencies, subject matter expertise, and background.

V. Cost Proposal

Community Care provided an initial-period-of-performance cost of \$1,512,264.00 and a detailed Budget Narrative demonstrating full utilization of program resources.

VI. Conclusion

Out of 100 possible points, the Evaluation Team awarded Community Care a score of 98.00. The strength of Community Care's proposal outweighed the other Bidders through its qualifications and experience, and the services and cost it proposed. The

Evaluation Team determined that the proposal submitted by Community Care represents the best value to the State of Maine.

APPENDIX M

**State of Maine
 Department of Health and Human Services
 Children's Behavioral Health Services
 NOTICE OF INTENT TO BID
 RFP# 202410183
Youth Peer Support Statewide Network**


Bidder's Organization Name:	Community Care		
Chief Executive - Name/Title:	David McCluskey		
Tel:	(207)299-1142	E-mail:	dmcccluskey@comcareme.org
Headquarters Street Address:	40 Summer St.		
Headquarters City/State/Zip:	Bangor, ME 04401		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Jody Stevenson, Development Consultant		
Tel:	(207)469-8587	E-mail:	jstevenson@comcareme.org
Street Address:	40 Summer St.		
City/State/Zip:	Bangor, ME 04401		

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

Community Care (CC), nationally accredited by Council on Accreditation (COA), has provided a wide range of services for youth across a variety of settings since our establishment three decades ago. As a licensed mental health provider, CC has provided clinical support for youth within our outpatient clinic, in schools, and within the community. CC also holds the Youth Homelessness Continuum of Care contract for Region III, providing comprehensive services for youth experiencing homelessness – resulting in the youth population being the largest population served by our agency. Additionally, CC also has a widespread presence across most of the state, with multiple offices across various counties, which will be instrumental in having a presence within each region as required by this RFP.

CC has seen first had the value of peer support services, to the extent that when hiring staff for the programs serving youth experiencing homelessness, lived experience is preferred – and for one position, lived experience is required. CC has historical experience in organizing and overseeing a Youth Advisory Council and is in process of developing a Youth Advisory Council with a broader scope and greater presence than our past council. In addition to experiencing serving youth and embracing the value of lived experience when providing support for youth, CC has also adopted the evidence-based practice of Motivational Interviewing and trauma-informed strategies which has equipped staff with the necessary skills and tools to effectively engage youth. These practices have resulted in a therapeutic environment where youth are seen as partners, where they are encouraged to express themselves, and where they are accepted for their unique differences.

CC brings the experience, capacity, existing presence, and skills necessary to effectively meet the deliverables of this program. We are eager to partner with the Department to carry on the practices that have been effective to date, and to re-invent service delivery to meet program outcomes.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): David McCluskey	Title: Executive Director
Authorized Signature: 	Date: 11/18/24

APPENDIX M

State of Maine
Department of Health and Human Services
Children’s Behavioral Health Services
NOTICE OF INTENT TO BID
RFP# 202410183
Youth Peer Support Statewide Network

Bidder’s Organization Name:	Sweetser		
Chief Executive - Name/Title:	Jayne Van Bramer, President & CEO		
Tel:	207-294-4651	E-mail:	jvanbramer@sweetser.org
Headquarters Street Address:	50 Moody Street		
Headquarters City/State/Zip:	Saco, Maine 04072		
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:	Alaina Knox, Director – Recovery Services		
Tel:	207-842-2425	E-mail:	aknox@sweetser.org
Street Address:	50 Moody Street		
City/State/Zip:	Saco, Maine 04072		

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

Founded in 1828 as an orphanage, Sweetser has since evolved into a leading provider of behavioral health services for youth and adults across Maine, building on nearly two (2) centuries of experience and dedication to community well-being. Sweetser has built a robust infrastructure and extensive community partnerships that uniquely position it to support the development and sustainability of the Youth Peer Support Statewide Network (YPSSN). As a long-standing provider of behavioral health services for both youth and adults, Sweetser has continually adapted its services to meet the needs of Maine communities.

Through established and expanding partnerships with schools, healthcare providers, and community organizations, Sweetser has community connections that enhance its capacity to deliver resources efficiently and effectively. This collaboration will enable Sweetser to provide youth peer support that is responsive to the needs of youth and their communities and is driven by evidence-based practices. Additionally, Sweetser’s experience in training and supervising peer support staff ensures that YPSSN staff will receive ongoing professional development and supervision to maintain the highest standard of care for youth. Members of peer support leadership have been trained in Peer Connect and Peer Connect for Supervisors.

Sweetser has successfully provided peer support services for over nineteen (19) years. In 2005, Sweetser responded to a State RFP to offer peer support for adults experiencing behavioral health or substance use challenges in hospital Emergency Departments, allowing them the option to meet with a trained Peer Support Specialist. This program continues to serve participants at Mercy Hospital, Central Maine Medical Center, St. Mary’s Regional Medical Center, and Eastern Maine Medical

Center. This program has enhanced Sweetser's connection to peer support in those communities and assisted participants in accessing resources to support their continued growth and wellness.

Building on this foundation, Sweetser expanded its peer services in 2010 by responding to a State RFP to establish a statewide Peer Support Line (PSL), providing telephonic peer support to residents across Maine. Since then, Sweetser has operated the PSL, a toll-free line available 24/7, where adults aged eighteen (18) and older can connect with a Certified Intentional Peer Support Specialist for support during mental health crises.

Starting in 2016 Sweetser successfully integrated Peer Support Specialists into various teams including Behavioral Health Homes, Certified Community Behavioral Health Clinics, and most recently the Child ACT team. Sweetser's integrated peer support teams work closely with clinical staff and case management to assist participants in gaining access to community-based resources, ensuring that they are receiving the least restrictive treatment available. With five (5) Behavioral Health Homes, two (2) Certified Community Behavioral Health Clinics, and one (1) Youth Peer Support Specialist on Maine's only Child ACT team, the integrated support model brings together clinical, non-clinical, and peer support services which reinforces a more comprehensive approach to mental health and substance use support.

Sweetser's Peer Training Network offers a range of training opportunities to individuals working in peer support roles throughout Maine. Collaborating closely with the Offices of Behavioral Health, the Peer Training Network ensures that continuing education opportunities are readily accessible to peer support specialists. Training sessions are coordinated, monitored, documented, and assessed by a Recovery Services staff member with lived experience, fostering an inclusive approach to learning. The network's Advisory Committee, comprised of individuals with lived experience with mental health challenges and/or substance use, reviews attendee evaluations to identify areas for improvement that helps to align training with the program's mission. This positions Sweetser to develop and maintain Regional and Statewide Advisory Committees to ensure the network is responsive to youth input.

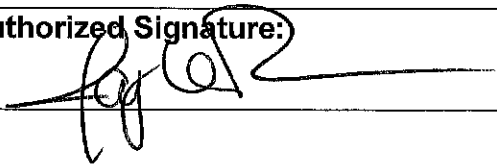
In summary, Sweetser is uniquely positioned to lead the Youth Peer Support Statewide Network. With strong community partnerships, Sweetser is equipped to deliver effective, evidence-based support tailored to meet the individual needs of youth. The Peer Training Network and comprehensive supervision ensure that staff are continually learning to provide high-quality, youth-centered care. Sweetser's resources, expertise, and commitment to peer-driven support will empower the Youth Peer Support Statewide Network with sustainable, impactful peer support services for youth.

Signature of person authorized to enter into the contract with the Department:

Name (Print): Jayne Van Bramer

Title: President & CEO

Authorized Signature:



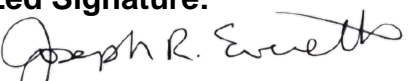
Date: November 19, 2024

APPENDIX M

State of Maine
Department of Health and Human Services
Children’s Behavioral Health Services
NOTICE OF INTENT TO BID
RFP# 202410183
Youth Peer Support Statewide Network

Bidder’s Organization Name:		The Opportunity Alliance (TOA)	
Chief Executive - Name/Title:		Joseph Everett, President & CEO	
Tel:	207-671-9067	E-mail:	joe.everett@opportunityalliance.org
Headquarters Street Address:		50 Lydia Lane	
Headquarters City/State/Zip:		South Portland / ME / 04106	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:		Beth Broderick/ Director, Maine Youth Action Network	
Tel:	207-553-5823	E-mail:	beth.broderick@opportunityalliance.org
Street Address:		50 Lydia Lane	
City/State/Zip:		South Portland / ME / 04106	

Provide a brief description of the Bidder’s experience and ability to perform the work required within this RFP.
To build better lives and stronger communities across Maine, for 60 years The Opportunity Alliance has supported people with the programs and resources they need to improve their health, safety, and stability. TOA’s dozens of programs work to build a community in which all people in Maine have access to high-quality childcare and early childhood education, safe and stable housing, mental health and substance use treatment, and basic needs supports. Currently, TOA holds two statewide contracts: Maine Youth Action Network and the Maine Crisis Line. In several programs, including TOA’s Behavioral Health Homes, Women, Infant, and Children (WIC), and High-Fidelity Wraparound Case Management, we employ Peer Support Specialists and/or Family Support Workers who are all trained in the model of Certified Intentional Peer Support though the State of Maine. TOA’s decades of youth-focused, community-based programming and experience with peer models provides TOA with a strong understanding of what is needed to make the Youth Peer Support Statewide Network a success.

Signature of person authorized to enter into the contract with the Department:	
Name (Print): Joeseeph Everett	Title: President & CEO
Authorized Signature: 	Date: 11/14/2024

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
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Augusta, Maine 04333-0011
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TTY: Dial 711 (Maine Relay)

Feb-05-2025

Via Electronic Mail: jstevenson@comcareme.org

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

SUBJECT: Notice of Conditional Contract Award under RFP #202410183, Youth Peer Support Statewide Network

Dear Jody Stevenson,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Child and Family Services for Youth Peer Support Statewide Network. 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:

- Community Care

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.

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).

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

Sincerely,

DocuSigned by:

Bobbi Johnson

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Bobbi Johnson

Director

Office of Child and Family Services

DocuSigned by:

Debra Downer

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Debra Downer

Deputy Director for Competitive Procurement

Division of Contract Management

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Feb-05-2025

Via Electronic Mail aknox@sweetser.org

Sweetser
Alaina Knox, Director-Recovery Services
50 Moody Street
Saco, ME 04072

SUBJECT: Notice of Conditional Contract Award under RFP #202410183, Youth Peer Support Statewide Network

Dear Alaina Knox,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Child and Family Services for Youth Peer Support Statewide Network. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Feb-05-2025

Via Electronic Mail Beth.Broderick@opportunityalliance.org

The Opportunity Alliance
Beth Broderick, Director Maine Youth Action Network
50 Lydia Lane
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFP #202410183, Youth Peer Support Statewide Network

Dear Beth Broderick,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Health and Human Services, Child and Family Services for Youth Peer Support Statewide Network. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Deputy Director for Competitive Procurement

Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Community Care
DATE: December 9, 2024 and January 17, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Stacy Martin
Names of Evaluators: Alice Preble, Christa Elwell, Dondi Dexter, Ellie Larrabee, Katherine Kasheta

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00
Section III. Proposed Services	50.00	49.00
Section IV. Cost Proposal		
a. Cost Proposal	25.00	25.00
b. Budget Narrative	5.00	4.00
Section IV Total	30.00	29.00
<u>Total Points</u>	<u>100.00</u>	<u>98.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Community Care

DATE: December 9, 2024 and January 17, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Community Care
DATE: December 9, 2024 and January 17, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	20.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Headquartered in Bangor, with 16 offices Statewide • In business since 1995 • Experience serving diverse populations of youth, to include homeless, LGBTQ2ia+, and parenting/pregnant • 2021-24 served 925 youth between the ages of 18-24 • Provides services to the Department and Maine State Housing Authority • Has current contract with HUD for the Youth Homeless Demonstration Project Transitional/Rapid-rehousing Program and Mobile Diversion program for central and northern Maine • Developed a Youth Advisory Council for the purpose of gathering insight and recommendations related to program practice • In 2019, partnered with Schoolhouse Connection to advocate for policy changes to better meet the needs of youth experiencing homelessness • Recognizes value of and currently employs young adults with lived experience. Additionally, under a current Department contract, took advantage of the Department’s offer to support sending staff with lived experience to Peer Connect Training and Peer Connect Supervisor Training in order to support enhancement of services provided • Provides technology for staff to work from home, allowing a broad reach into the most rural areas of the State • Voted as one of the Best Places to Work in Maine, six years in a row • Provided Independent Living Program, through Maine State Housing Authority, for youth who had previously been in custody of the Department • Currently supports youth from the various subpopulations identified as service recipients in the RFP • Provided descriptions of three youth program/intervention activities directly related to RFP
2. Subcontractors
<ul style="list-style-type: none"> • None

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Community Care

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3. Organizational Chart
<ul style="list-style-type: none">• Provided
4. Litigation
<ul style="list-style-type: none">• None indicated
5. Financial Viability
<ul style="list-style-type: none">• Provided
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided, with professional liability noted

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Community Care
DATE: December 9, 2024 and January 17, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	49.00

Evaluation Team Comments:

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Provided specific locations for each Region, offering selection rationale and justification for determinations • Has 12 additional office locations available beyond the three main offices • Offered the use of additional administrative spaces through association with other service providers • For Drop-In activities outside of regular operating hours, proposed collaboration between its YPSSN Program Development and Implementation Committee (PDIC), which includes one-third representation by youth/young adults. • Notes more than 50 percent of youth that it currently serves within the Youth Homeless Continuum of Care reflect this underserved community • With its collaboration with Maine Department of Corrections (DOC), proposed enlisting the support of Maine DOC to bring YPSSN services to Maine DOC youth population • Offered to seek input from tribal communities on how to best support the needs of tribal youth
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Offered to submit policies and procedures to determine Youth eligibility to participate in YPSSN, for approval, within ten days of award a new referral form • Will utilize its PDIC to develop policies and procedures to determine supports offered and accepted by Youth, how supports are being offered and tracked, and ensure Youth participating in YPSSN are connected to requested services. • The PDIC will meet weekly during first 30 days of contract
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Proposed 120 hours of Drop-In opportunity, permitting a cushion for weeks where there may be a need for alterations to the typical schedule (such as during weeks with school administrative closings) • Proposed reporting on the status of Drop-In hours to regional supervisors, monthly

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

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D. Workshops, Educational and/or Social Events

- Noted partnerships with numerous agencies across the State of Maine
- Offered a list of specialty topics and speakers for workshops/educational groups
- Will work with guest speakers to ensure presentations are tailored to Youth audience and solicit participant engagement

E. Youth Advisory Board

- Indicates falling short in a past Regional Peer Youth Advisory Board (YAB) and detailed how that experience informs development of a more robust and responsive advisory board program
- Proposed a monitoring and evaluation plan to identify how program progress will be reported back to the YAB, as well as how it will know if its input is received and acted upon
- Proposed a stipend for all YAB members
- Proposed a higher stipend for the YAB chair and secretary due to their additional responsibilities
- Will charge YAB chair with specific tasks and responsibilities
- Proposed a stipend for attendance at Statewide YAB
- Proposed five youth from each region on the Statewide YAB
- Offered to develop Statewide YAB charter and by-laws
- Proposed minutes/formal records for every Statewide YAB meeting

F. Communication and Outreach Activities

- Proposed soliciting both input and approval from Youth for communication materials
- Proposed developing a communication solution regarding Youth having no phone
- Demonstrated ability to conduct outreach to Youth and young adults
- Response emphasized acknowledgement of and dedication to providing a Youth-driven program
- Including Youth in utilization of technology and social media will be a task of the PDIC (youth comprise one-third of membership)

G. General Requirements

- Provided a detailed list of YPSSN supports, services, etc., to be offered
- Addressed supervisory, administrative, and interdepartmental YPSSN support
- Offered steps and plans to integrate Youth feedback within agency's quality improvement process, semiannually
- Proposed a Director of Quality Improvement to administer the Youth Satisfaction Survey via a QR code link or paper copy for youth without phone or internet access
- Noted that, through its accreditation process, has developed processes that incorporate feedback from program participants and staff
- Proposed developing a comprehensive evaluation plan review sheet, capturing a summary of review findings including a summary of plan modifications

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Community Care

DATE: December 9, 2024 and January 17, 2025

- Offered strategies to enhance development and implementation of YPSSN program and evaluation plan
- Proposed providing transportation for youth participants
- Proposed drawing upon its level of expertise conducting outreach and connection with partner agencies and organizations

H. Information Technology Requirements

- Proposed outsourcing development of website while maintaining youth collaboration/participation
- Provided a robust description of website development and content as well as comprehensive plan for quick updates
- Proposed incorporating current association with House of Languages for interpreter services
- Indicated current compliance with MainIT requirements through existing contracts

I. Data Collection and Quality Assurance Requirements

- Proposed annual staff training regarding State and Federal confidentiality requirements
- Upon completion of an approved Quality Assurance Plan, will present to YPSSN PDIC and the Regional and Statewide Youth Advisory Boards

J. Staffing Requirements

- Proposed having Regional Supervisor also serve as YPSSN Program Manager

K. Staff Background Check Requirements

- Provided a detailed description of its Rider D compliance program
- Provided a detailed plan to ensure employee compliance with children and adult reporting requirements

L. Staff Training and Supervision

- Offered related training opportunities in addition to those required
- Noted that Youth input will be essential in creating training syllabus
- Proposed crisis management training, to include personal management during a crisis
- Proposed using Relias Training Management System to create training list and monitor completions
- Proposed using Relias Training Management System to report trainee name, training name, trainer name, date of training, training duration, etc.

M. Performance Measures

- Will have a Director of Quality Improvement to monitor contract performance
- Proposed to develop a data collection tool in collaboration with Department and MainIT

N. Reports

- Met requirement

2. Staffing

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Community Care

DATE: December 9, 2024 and January 17, 2025

- List of job descriptions did not reflect all positions noted on organization chart (job descriptions only for YPSS, YPSS Supervisor, and Director of Homeless Services & YPSSN Services)
- Program Director position did not include how much staff time will be assigned to support project

3. Implementation - Work Plan

- Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Community Care

DATE: December 9, 2024 and January 17, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal		
a. Cost Proposal	25.00	25.00
b. Budget Narrative	5.00	4.00
Section IV Total	30.00	29.00

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$1,512,264.00	÷	\$1,512,264.00	x	25 points	=	25.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Form 2 missing totals for numbers 34 & 35 • Budget narrative included explanation for Wages and Fringe • Budget narrative included list of All Other Expenses that mirrored Form 5 and Form 5A. • Form 5 well detailed |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Sweetser
DATE: December 10 & 11, 2024; January 6 & 17, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Stacy Martin
Names of Evaluators: Alice Preble, Christa Elwell, Dondi Dexter, Ellie Larrabee, Katherine Kasheta

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	15.00
Section III. Proposed Services	50.00	28.00
Section IV. Cost Proposal		
a. Cost Proposal	25.00	20.58
b. Budget Narrative	5.00	4.00
Section IV Total	30.00	24.58
<u>Total Points</u>	<u>100.00</u>	<u>67.58</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Sweetser

DATE: December 10 & 11, 2024; January 6 & 17, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Sweetser
DATE: December 10 & 11, 2024; January 6 & 17, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	15.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • Founded in 1828 as an orphanage • Headquartered in Saco • Has provided peer support services since 2001 <ul style="list-style-type: none"> ➤ Provides peer support services in five hospital emergency departments ➤ Has operated Department’s Peer Support Line since 2010 ➤ Since 2013, has engaged with 2,695 peer support participants ➤ Has operated Department’s Peer Training Network (PTN) since 2016 • Has integrated adult and youth Peer Support Specialists into multiple Behavioral Health Home (BHH), Certified Community Behavioral Health Clinic, and Assertive Community Treatment teams • Peer support leadership positions have lived experience • Mission and performance are underscored by a strong belief in the philosophy of recovery and lived experience • Provided three projects, all related to the RFP: <ul style="list-style-type: none"> ➤ Established a Recovery Practice Advisory Group made up of peer leaders through PTN. Since its inception, PTN has trained 95 Wellness Recovery Action Plan facilitators and 1,500 participants. Offered a variety of training opportunities ➤ Facilitated 25,412 peer-to-peer conversations in fiscal year 2024
2. Subcontractors
<ul style="list-style-type: none"> • None
3. Organizational Chart
<ul style="list-style-type: none"> • Provided
4. Litigation
<ul style="list-style-type: none"> • Provided as required
5. Financial Viability
<ul style="list-style-type: none"> • Provided
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, noting professional liability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: Sweetser
DATE: December 10 & 11, 2024; January 6 & 17, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	28.00

Evaluation Team Comments: In evaluating this proposal, the Evaluation Team finds no implicit or explicit statements that offers the Bidder’s understanding of the purpose and value of the Maine Peer Evaluation Tool.

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Proposed locations in most populated cities (Portland, Lewiston, Bangor) • Has agreements with interpretation services and offers telehealth services • Noted current/previous partnerships with Equality Maine, Wabanaki Reach, Cross Cultural Community Services, and Restorative Justice Project • Proposed establishing relationships with MaineTransNet and Maine Youth Justice • Proposed building upon 24/7 Peer Support Line to improve accessibility for Youth in underserved/rural areas, but offered no detail as to “how” • Offered to “actively pursue training opportunities that enhance cultural respect for (sic) staff, allowing them to better serve diverse populations • Proposed selecting specific locations in each region based on needs of local youth/communities, but offered no detail regarding needs assessment • Is committed to peer support services for all underserved youth, but does not offer how this is to be accomplished • Offers a commitment to fostering/ensuring success of various peer support programmatic areas, but does not provide detail as to the steps it will take to meet this commitment
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Proposed connecting youth with peer services when identified to have access through Behavioral Health Home (BHH) • Proposed supporting youth, if eligible, in accessing MaineCare services • Proposed process to maintain confidentiality of participants having Serious Emotional Disturbance (SED) and/or Serious Mental Illness (SMI) • Detailed a process that offers forms/tools that are easy to read or complete • Proposed using Welligent’s data tracking system
C. YPSSN Services for Youth

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Sweetser

DATE: December 10 & 11, 2024; January 6 & 17, 2025

- Proposed providing 75 central-hub hours and 30 hours at locations to be youth-determined, in each region
- Proposed a virtual drop-in for one or two weekly, regularly scheduled sessions, as well as one monthly session, as determined by the youth
- Offered an example of a Drop-In session, with workshops focused on LGBTQIA+ affirming practices, activities that celebrate cultural diversity, or resource navigation for housing and employment
- Proposed designing outreach efforts that target underserved populations through partnerships with local organizations, schools, and community centers
- Proposed use of SecureVideo platform for virtual Drop-Ins
- Provided a detailed description of its approach to the Peer Connect Peer Support curriculum
- Has Youth Peer Supporters and supervisors trained in the Peer Connect model
- Youth discharged from 1:1 support will have access to drop-in, educational and group activities
- Will provide ongoing Maine Peer Evaluation Tool (MPET) training for staff and administration
- Has two peer support leaders currently trained in Peer Connect
- Proposed establishing a quality assurance plan
- Proposed working with youth to establish an individualized service plan reflecting their preference for how, when, and where they want to engage with support services, though the Evaluation Team notes that service plans are not used in peer support

D. Workshops, Educational and/or Social Events

- The Youth Advisory Boards (YAB) will review results of the Youth Satisfaction Survey (YSS) annually as well as the MPET, focus groups, and 1:1 conversations, and use this feedback to inform services and support for youth.
- Proposed youth-guided, community-based workshops
- Proposed quarterly and annual reviews of program feedback
- Proposed focusing workshops on critical thinking skills, analytical thinking activities, and creative solutions and teamwork
- Proposed bi-monthly convening of YAB, which will be primary platform for youth voice and identification of areas for improvement
- Proposed a communications specialist to provide media and communication training to YPSSN staff and YAB
- Many staff members have lived experience in unique and complex situations that will support peer work and help in reaching a variety of communities
- Proposed an annual strategic planning session for YAB, with Lead Youth Peer Support Specialist facilitating conversation
- Proposed a program that will encourage youth to take the lead in reviewing cumulative results of the MPET, YSS, and informal feedback which will be used to identify types of workshops and activities of the YPSSN

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Sweetser

DATE: December 10 & 11, 2024; January 6 & 17, 2025

- Proposed conducting debriefing sessions with youth following each field trip to reflect on the participants' experience

E. Youth Advisory Board

- Regional YAB
 - Described the Regional YAB process and its focus on empowerment of youth
 - Proposed use of MPET to assess the needs of youth who receive 1:1 peer support, as well as the YSS
 - Proposed launching mental health awareness campaigns
 - Proposed using youth voice to connect youth to a broad range of resources
 - Inclusion and understanding will be utilized to ensure that the responsibility and value of the YAB is explained
 - Proposed stipends for members
 - Proposed those with lived experience comprise 50 percent of Regional YAB membership
- Statewide YAB
 - Proposed stipends for members
 - Proposed convening bi-monthly
 - Proposed annual review of program data, needs, and gaps to inform recommendations for improvement of YPSSN services
 - Proposed using feedback collected from youth receiving YPSSN services to determine the content of training, events, and activities

F. Communication and Outreach Activities

- Has an internal communication department
- Proposed multiple ways to reach youth without internet access: word-of-mouth, school flyers, radio, other media ads
- Proposed YAB input to inform communication plan
- Proposed gathering youth input on posts, stories, social media events, etc.
- Proposed collaboration with other youth organizations
- Proposed social media as the tool critical in reaching Youth in rural areas

G. General Requirements

- Proposed a process that incorporates the values and principles of Systems of Care
- Will incorporate YPSSN within its existing social media presence, website, and resources
- Will utilize its Quality Department to develop evaluation plan
- Will use a Survey Monkey to implement initial satisfaction survey
- It is not clear whether surveys, beyond the initial intake, will use Survey Monkey
- Did not address survey response participation by youth not having internet access
- Did not address requirement of youth participation in evaluation plan development

H. Information Technology Requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Sweetser

DATE: December 10 & 11, 2024; January 6 & 17, 2025

<ul style="list-style-type: none"> Organizational website reaches 150,000 users, annually Did not address including website links to resources/platforms used by YPSSN Proposed use of Language Line for translation services
I. Data Collection and Quality Assurance Requirements
<ul style="list-style-type: none"> Information will be stored in Welligent Electronic Health Record (EHR) with data accessible to the Department upon request Proposed incorporating MPET into EHR system Did not specify which quality assurance data elements will be collected Did not address including participation of Unduplicated number of Youth
J. Staffing Requirements
<ul style="list-style-type: none"> Proposed a team of 11 members, all with lived-experience, though did not acknowledge 40 hours-per-week requirement
K. Staff Background Check Requirements
<ul style="list-style-type: none"> Did not address Sex Offender Registry, Maine State Bureau of Investigation, Department's Office of Child and Family Services Background Check Unit requirements, or Professional licensing check Proposed mandated reporter training for employees within the first week of employment
L. Staff Training and Supervision
<ul style="list-style-type: none"> Did not indicate that confidentiality training will be annual Human Resources and Training Departments manages all employee training and maintains training documentation
M. Performance Measures
<ul style="list-style-type: none"> Proposed a detailed plan for meeting and reporting each of the seven performance measures
N. Reports
<ul style="list-style-type: none"> Met requirement
2. Staffing
<ul style="list-style-type: none"> Staffing plan indicates all 12 proposed positions will be FTEs, each at 40 hours-per-week
3. Implementation - Work Plan
<ul style="list-style-type: none"> Met requirement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: Sweetser

DATE: December 10 & 11, 2024; January 6 & 17, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal		
a. Cost Proposal	25.00	20.58
b. Budget Narrative	5.00	4.00
Section IV Total	30.00	24.58

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$1,512,264.00	÷	\$1,837,473.00	x	25 points	=	20.58

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Form 5, Line 27 did not specify cost or quantity of laptops/tablets • Form 5, Line 31 did not detail description of items purchased for staff recognition • Did not indicate if staff recruitment costs remain the same in the second year • Form 5, Line 19 Materials/Supplies, did not detail description of items purchased |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: The Opportunity Alliance
DATE: January 7, 9,10, & 17, 2025

SUMMARY PAGE

Department Name: Health and Human Services
Name of RFP Coordinator: Stacy Martin
Names of Evaluators: Alice Preble, Christa Elwell, Dondi Dexter, Ellie Larrabee, Katherine Kasheta

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	N/A	N/A
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	13.00
Section III. Proposed Services	50.00	13.00
Section IV. Cost Proposal		
a. Cost Proposal	25.00	10.10
b. Budget Narrative	5.00	5.00
Section Iv Total	30.00	15.10
<u>Total Points</u>	<u>100.00</u>	<u>41.10</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: The Opportunity Alliance
DATE: January 7, 9,10, & 17, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20.00	13.00

Evaluation Team Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none"> • 60 years of experience • 30 years of programming for youth leadership • Serves more than 24,000 people, annually • Programming includes Crisis Intervention and Prevention, Family and Community Supports, Information and Referral, Mental Health and Substance Use Services, Community Initiatives, and Early Childhood Education • Maine Crisis and 211 Maine field 200,000 calls Statewide, annually • Is client-focused with extensive experience working with different populations, including individuals living with co-occurring disorders as well as homeless youth, adults and young parents • Maintains a Youth Program Division (Maine Youth Action Network [MYAN], Gateway To Opportunity initiatives) • Incumbent, since 2016, on Youth Leadership Engagement contract with Department. In-house team and ten subcontractors engage with more than 5,000 youth and 9,000 adults, annually • Intends to hire 60 youth workers and 12 near-peer mentors across the State in 2025 • Is a Community Action Agency • Provided three projects, with one directly related to RFP and others addressing peer cohorts and near-peer leaders which is not related to youth peer leadership
2. Subcontractors
<ul style="list-style-type: none"> • Three indicated, with description of qualifications
3. Organizational Chart
<ul style="list-style-type: none"> • Provided
4. Litigation
<ul style="list-style-type: none"> • None indicated
5. Financial Viability
<ul style="list-style-type: none"> • Provided three years of audited financials
6. Certificate of Insurance
<ul style="list-style-type: none"> • Provided, indicating professional liability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183
RFP TITLE: Youth Peer Support Statewide Network
BIDDER: The Opportunity Alliance
DATE: January 7, 9,10, & 17, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50.00	13.00

Evaluation Team Comments:

- Uses terminology and language not reflective of the RFP or the generally accepted terminology and language used within YPSSN programming and definitions
- Proposal is disjointed and uses cross-references that complicate equating a particular response to a specific RFP requirement
- Proposal employs indirect, wordy expressions rather than concise, clear language that indicates an understanding of or compliance with an RFP requirement

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- Did not note specific locations to be chosen within each region
- YPSSN services to be provided by Building Resiliency & Inclusive Communities (BRIC) which will be incorporated into the Maine Youth Leadership & Development Council (Council)
- Council partners currently host youth programming in (but not limited to) Portland, Lewiston, Augusta, Bangor, Presque Isle, and Machias.
- Geographic locations will be established with youth input
- Proposed using existing youth program space during the needs assessment process
- Peer Navigators will assist with transportation and travel stipend for youth and work to identify volunteer driving corps
- Did not acknowledge specific office hours requirement
- Proposed, at a minimum, “administrative access” during standard office hours at one primary location, but does not indicate where that location will be
- Proposed “place-based programming” will be designed within each region and support with transportation will be provided
- Proposed pop-up programming for rural locations and permanent community hubs for BRIC to be identified during implementation period
- Did not address providing YPSSN services to underserved, minority populations
- Proposed that, regardless of where in each region they start their days, Peer Navigators will travel to the most rural part of the State as needed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

- Unable to determine if this meets the Region-specific staff location requirement

B. Youth Eligibility and Intake Requirements

- Did not describe how YPSSN policies and procedures will be developed or implemented
- Did not address how age requirement, Serious Emotional Disturbance (SED) and/or Serious Mental Illness (SMI), or health insurance in policies and procedures will be incorporated
- Proposed presenting to Department for review/feedback relevant policies and procedures within 30 days of its receipt of Allocation Letter
- For intake forms and tracking tools, addressed only grievance procedures and confidentiality agreement (two out of 12 requirements)
- Addressed 1:1 support, but not other YPSSN supports
- Proposed presenting to Department for review/feedback relevant policies and procedures within 30 days of its receipt of Allocation Letter.
- Proposed:
 - Using Maine Youth Connect to structure 1:1 peer support.
 - Unable to determine how implementation of a face-to-face youth peer support component will be supported
 - Adopting the High5Test as a strengths-based screening tool
 - Digital and hardcopy membership card to access community events and Maine Youth Connect

C. YPSSN Services for Youth

- Proposed use of near-peer partners
- Youth participation to be tracked through a mobile app, digital membership card, and QR code or, for those without smartphone, access gained by providing name
- Regional sites to be open for drop-ins five to ten hours per week
- Individuals accessing community spaces will participate in an orientation and introductory period to gain an understanding of community norms, including those around belonging and respect
- Proposed using the intentional peer support element.
 - This is the curriculum used in adult peer programs
- Did not indicate to which model is being referred to when stating the core principles of respect, empathy, mutuality, collaboration and trust
- Indicates the use of developmental relationship framework as well as Peer Connect

D. Workshops, Educational and/or Social Events

- Did not indicate that the Youth Satisfaction Survey (YSS) or MPET will be used to support the development of workshops of interest to youth
- Proposed an approach in which community members share the formal roles of teachers and learners
- Proposed micro-credentialling and certificate opportunities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

- Proposed organizing and facilitating more than 440 hours of workshops
- Propose using community members as teachers and to provide workshops and educational events
- Proposed having Youth Advisory Boards (YAB) and program staff explore University of Maine’s micro credentialing process to explore college credit applicability and pursuit of completion of the Education Design Lab’s 21st Century skills badge offerings
- Proposed a number of YPSSN programs and advisory board activities, but did not clarify if youth would be involved in program development
- Did not clarify which agencies would provide workshops in partnership with the YPSSN and how the topics would be chosen
- Identified workshop guest presenter/topics, but did not clearly indicate if youth were involved in this decision-making process
- Did not address how it intends to ensure workshops will employ different types of experiences and activities

E. Youth Advisory Board

- Proposed that MYAN will support BRIC Program to train staff in planning and implementing three Regional Peer YABs grounded in Positive Youth Development (PYD)
- Proposed providing description of Regional Peer YAB roles
- Proposed compensation for Regional Peer YAB members
- Proposed virtual and in-person meetings, bi-monthly
- For Statewide Peer YAB, did not address unduplicated youth participation or source(s) of youth representation
- Indicated the use of “peer leader member” rather than the Department’s requirement for participation by unduplicated Youth only
- Did not offer clarification of its use of “peer leader member”, it could not be determined if this member is a youth or adult

F. Communication and Outreach Activities

- Proposed providing a communication plan within 30 days of receipt of allocation letter
- Stated that word-of-mouth is the most effective communication strategy in youth engagement programs and that youth are most likely to participate when invited by peers
- Did not indicate from where funding may come for proposed cost-based supports: TruConnect, Lifeline, or Assurance Wireless
- Stated aspects of programming reflect a partnership model, sharing power appropriately between program staff and “peer leaders”, however, it cannot be determined if this included youth participation
- Will encourage young people to participate in social media engagement and content development

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

<ul style="list-style-type: none"> • Did not specify that one Youth Peer Support Specialist will be responsible for oversight of key components of communication plan
G. General Requirements
<ul style="list-style-type: none"> • Proposed incorporating the three core values, but not the principles, of the System of Care Core Values and Principles • Community programming will be “in space” and virtual • Proposed using Department-provided YSS data for future programming calendars and/or design conversations in partnership with peer leaders • Proposed partnering with Youth for continuous feedback loops to ensure quality of performance assessment • Continuous feedback loops <u>may</u> include formal and informal program evaluation strategies, such as exit tickets and/or qualitative debriefs with “select groups” • Did not acknowledge use of responses from YSS to improve YPSSN services • “Strongly encourages” the Department to consider training steering committee adult participants or other adult-centered spaces prior to inviting youth, though did not offer a plan to, then, include Youth in policy and planning discussions • Proposed subcontracting and partnering with a cohort of youth-partnering organizations to provide expert training and technical assistance • Proposed offering training for free, virtually, and in person at central locations around the State
H. Information Technology Requirements
<ul style="list-style-type: none"> • Met requirement
I. Data Collection and Quality Assurance Requirements
<ul style="list-style-type: none"> • Proposed use of Microsoft Office 365 suite of applications for collection and reporting of program data • Proposed using Artic Wolf for cybersecurity
J. Staffing Requirements
<ul style="list-style-type: none"> • Met requirement
K. Staff Background Check Requirements
<ul style="list-style-type: none"> • Met requirement
L. Staff Training and Supervision
<ul style="list-style-type: none"> • Proposed reviewing and rewriting Substance Abuse and Mental Health Services Administration core competencies as part of each regional team’s work, so they are appropriate for the unique context of youth work and relevant to their own experiences within the program • Did not address annual confidentiality training • Did not address mandated reporting, instruction on creating a contact note, or System of Care • Proposed training content to be focused on enhancing competencies of program staff through social emotional learning
M. Performance Measures

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

- | |
|--|
| <ul style="list-style-type: none">Proposed the Department consider alternative metrics and research-informed tools in lieu of MPET and Youth Satisfaction survey |
|--|

N. Reports

- | |
|---|
| <ul style="list-style-type: none">Met requirement |
|---|

2. Staffing

- | |
|---|
| <ul style="list-style-type: none">In minimum qualifications, did not indicate lived experience for any positionDid not describe a process for subcontractor interaction/oversight/management |
|---|

3. Implementation - Work Plan

- | |
|---|
| <ul style="list-style-type: none">Met requirement |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER: The Opportunity Alliance

DATE: January 7, 9,10, & 17, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal		
a. Cost Proposal	25.00	10.10
b. Budget Narrative	5.00	5.00
Section IV Total	30.00	15.10

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$1,512,264.00	÷	\$3,741,872.00	x	25 points	=	15.10

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none"> • Provided a detailed budget narrative which included cost for vice president of programs and senior director, neither of which were indicated in staffing plan |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/06/2024, and 12/07/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • P: Held national accreditation through the Council on Accreditation for Children and Families (COA) since 2005 • P: Established in 1995 – 29 years in business • P: Currently has 16 office locations throughout the state • P: Shaw House programs specifically geared towards young adults 18-26 with mental health challenges • P: Has current contract with HUD for the Youth Homeless Demonstration Project Transitional/Rapid-rehousing Program and Mobile Diversion program for central and northern Maine • P: Independent Living Program also geared towards young adults 18-26 with mental health challenges • N: Project 1 is the name of a youth who reports benefiting from several of Bidder’s Shaw House program in the past. There is nothing listed directly from the individual, nor is this person’s story shared as part of the project. • N: Project 2 is also the name of an individual who volunteers. There is nothing in the description of the project specifically related to this individual. • N: Project 3 is the name of a youth currently receiving services with the Bidder. There is no specific information on this individual’s progress, how exactly his circumstances have changed due to Peer Support Specialists, only that he found it easier to trust them and connect with them because they had lived experience.
2. Subcontractors	<ul style="list-style-type: none"> • None will be used
3. Organizational Chart	<ul style="list-style-type: none"> • Chart provided was easy to follow

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/06/2024, and 12/07/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

4. Litigation
<ul style="list-style-type: none">• None listed
5. Financial Viability
<ul style="list-style-type: none">•
6. Certificate of Insurance
<ul style="list-style-type: none">• Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/06/2024, and 12/07/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • P: Offices are currently up and running • I: In response to seeing a lack of services for parenting and/or pregnant youth, Bidder applied for and received funding through HUD for a supportive housing program for this population. • P: Offices are already in service meaning starting the YPSSN services could begin immediately • N: Venue for each Region not listed – only that hours will be outside of 8-5pm. • P: Current relationships with Department of Corrections, LGBTQIA+ population, and some Tribal relationships • As a current DHHS contract holder, Bidder already adheres to these requirements
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Agrees to comply in detail • Agrees to comply in detail • Agrees to comply in detail
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Agrees to comply in detail • Bidder proposes to do 120 hours of Drop-in per Region instead of 105 • Agrees to comply in detail
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • Agrees to comply • Agrees to comply • Agrees to comply with a list of topics they will add for workshops and/or educational groups • Agrees to comply with details
E. Youth Advisory Board
<ul style="list-style-type: none"> • Agrees to comply in detail • Admits failure, reason for failure, and how they will overcome if they are the awarded Bidder • Agrees to comply in detail • Q: If the Bidder “chooses” to meet monthly instead of “needing” to meet monthly, will this increase the cost?
F. Communication and Outreach Activities

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/06/2024, and 12/07/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- Agrees to comply in detail
- Bidder has a solution not only for youth who have no internet, but youth who have no phone
- Agrees to comply
- Agrees to comply

G. General Requirements

- Agrees to comply
- Agrees to comply but seems more focused on funding
- Q: What does “generous allotment” for social media boosts mean? Is the contract paying for these?
- Agrees to comply
- Agrees to comply
- N: Bidder’s response is to refer to another section of the proposal
- Agrees to comply
- Q: How much does it cost to “boost” a post?
- Agrees to comply
- Agrees to comply

H. Information Technology Requirements

- Agrees to comply
- P: Bidder’s current websites are created and maintained internally
- Agrees to comply with details
- Agrees to comply
- P: Existing collaboration with House of Languages
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Currently complies as a current DHHS contract holder

I. Data Collection and Quality Assurance Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/06/2024, and 12/07/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- Agrees to comply
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Currently complies as a current DHHS contract holder
- Agrees to comply
- Agrees to comply
- Agrees to comply

J. Staffing Requirements

- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply

K. Staff Background Check Requirements

- Agrees to comply
- Agrees to comply

L. Staff Training and Supervision

- Agrees to comply
- Agrees to comply

M. Performance Measures

- Agrees to comply

N. Reports

- Agrees to comply

2. Staffing

- Attachment 7 provided and sufficient to provide services
- No subcontractors will be used
- Attachment 8 was provided and sufficient to provide services

3. Implementation - Work Plan

- Attachment 9 was provided as requested and is easy to follow

Part IV, Section IV. Cost Proposal and Budget Narrative

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Established in 1995; COA since 2005. • Bidder indicates experience supporting youth (18-26) with mental health challenges from various sub-populations (Shaw House; Independent Living Program). • Bidder has contracts with Department, as well as Maine State Housing Authority • Shaw House includes continuum of services to youth from outreach to shelter to transitional living to housing (53% of State). • Bidder estimates 50% youth served via Shaw House programs are a member of the LGBTQ2ia+ community, homeless or at risk of homelessness; nearly all report struggles with some degree of mental health; many disclose substance use. • 3 projects – Shaw House, Open Table, Hiring staff with Lived Experience
2. Subcontractors	<ul style="list-style-type: none"> • Bidder indicated not utilizing.
3. Organizational Chart	<ul style="list-style-type: none"> • Bidder met
4. Litigation	<ul style="list-style-type: none"> • Bidder met
5. Financial Viability	<ul style="list-style-type: none"> • Bidder met
6. Certificate of Insurance	<ul style="list-style-type: none"> • Bidder Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- Bidder indicates Portland, Bangor, and Augusta chosen based upon population.
- I – Bidder indicates Augusta second to Auburn as it pertains to population; Augusta centrally located
- Bidder provided 12 additional office locations beyond the three main offices.
- Bidder met
- Regional offices already in operation.
- Hours outside normal schedule will be decided by YPSSN Program Development and Implementation Committee which includes 1/3 representation youth/young adults.
- Bidder indicates ability to utilize location and/or space lent by a community partner and has budgeted for renting spaces.
- Bidder indicates will go to where youth resides or wants to meet.
- Bidder indicates leverage existing collaboration with DOC.
- Job description qualifications include, must reside within the associated YPSSN Region in which you are applying’.
- Bidder provided detailed response.
- Bidder agrees

B. Youth Eligibility and Intake Requirements

- Bidder indicates YPSSN Program Development and Implementation Committee will be formed and hold weekly meetings to develop program, policies, procedures, and eligibility.
- Bidder indicates YPSSN Program Development and Implementation Committee will be formed and hold weekly meetings to develop intake practices, forms, and tracking system .
- Bidder’s response for a.i. was detailed.
- Bidder plan includes attempts to contact at days 3, 4, and 5.
- Bidder agrees.

C. YPSSN Services for Youth

- Bidder indicates creating schedule when YPSSN Program Development and Implementation Committee, inclusive of youth voice is formed; anticipates scheduling a min. 10 hrs/month = 120 hours – slightly higher than the required to allow a cushion.
- Bidder provided detail for each item.
- Bidder indicates creation of an online resource guide by region
- Bidder addressed each item with detail.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none">• Bidder indicated steps to provide.• Bidder addressed each item.• Bidder detailed types of community agencies.• Bidder described strategy.
E. Youth Advisory Board
<ul style="list-style-type: none">• Bidder indicates budgeted funds for TA consultation with Youth Move as needed to assist in creating and maintaining an effective YAB.• Bidder provided detailed information outlining strategy/steps.• Bidder indicates budgeted stipends for Boards.• Bidder provided detailed information outlining strategy/steps.
F. Communication and Outreach Activities
<ul style="list-style-type: none">• ? D – What are the resources?• Bidder provided detailed response.• Bidder indicates will occur via youth from YPSSN Program Development and Implementation Committee and the Regional and Statewide Youth Advisory Boards.• Bidder agrees and noted fewer blind spots for Peer Support Specialists than what there will be for other staff positions due to both their age and lived experience
G. General Requirements
<ul style="list-style-type: none">• Bidder agrees and provided description.• Bidder provided detailed list of budgeted supports, services, etc.• Bidder indicated steps and plan to include in agency’s quality improvement process.• Appears bidder left a comment in the blue section? ‘Do we need to be more specific about timeline’?• Bidder indicates already has process incorporating feedback from participants and staff.• Bidder provided detail.• Bidder referred to sections #3 & 4.• Bidder described strategy/plan.• Bidder indicates will develop a plan.• Bidder indicates will draw upon their significant level of expertise conducting outreach and connections with other organizations for this.
H. Information Technology Requirements
<ul style="list-style-type: none">• Bidder indicates will outsource development to professional design company but enlist youth in the design.• Bidder indicates will ensure and provided outline/steps.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- Bidder indicates existing relationship with House of Languages will be utilized.
- Bidder agrees
- Bidder provided assurance/explanation.
- Bidder agrees
- Bidder indicates will ensure.

I. Data Collection and Quality Assurance Requirements

- Bidder indicated will provide; no further information provided.
- Bidder indicates is a current contract holder and has existing policies.
- Bidder provided detailed response.
- Bidder indicates current policies comply.
- Bidder indicates will provide.
- Bidder indicates will develop.
- Bidder indicates will implement.

J. Staffing Requirement

- Bidder outlined plan with detail.
- Bidder indicates will ensure
- Indicated in requirements within job description
- Bidder indicates will ensure
- Indicated in requirements within job description
- Bidder indicates will ensure
- Indicated in requirements within job description

K. Staff Background Check Requirements

- Bidder addressed each item with additional detail.
- Bidder provided detailed response.

L. Staff Training and Supervision

- Bidder indicates will utilize Relias, the agency's training management system.
- Bidder provided detail outlining each section.
- Bidder provided detailed explanation of how Relias will be utilized for this.

M. Performance Measures

- Bidder indicates IT will create tool to collect delivery data and join Program Development and Implementation Committee to identify what needs to be tracked; partner with Department regarding program outcomes.
- Bidder indicates created Director of Quality Improvement who is charged with fulfilling these reporting requirements.

N. Reports

- Bidder indicates will diligently track and accurately record the data required for completion and timely report required.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

2. Staffing

- YPSSN Peer Support Specialist provided.
- YPSSN PSS does not indicate requirement to live within the region they are assigned.
- YPSSN Regional Supervisor provided
- YPSSN RS does not indicate requirement to live within the region they are assigned.
- Director of Homeless Services and YPSSN Services provided.
- Could not locate YPSSN Program Manager Job Description
- NA
- Bidder provided plan that encompassed all components.

3. Implementation - Work Plan

- Bidder provided a detailed work plan.

Part IV, Section IV. Cost Proposal and Budget Narrative

- Appendix G cover sheet is missing
- Proposed cost derived from Budget Form 1 & 2 = \$1,512,264
- Form 2 missing totals for 34 & 35
- Budget narrative included explanation for Wages and Fringe
- Budget narrative included list of All Other Expenses that mirrored Form 5 and Form 5A.
- Detailed Form 5

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
• Met Requirement	
2. Subcontractors	
• Will not be using	
3. Organizational Chart	
• Met Requirement	
4. Litigation	
• No litigations	
5. Financial Viability	
• Met Requirement	
6. Certificate of Insurance	
• Met Requirement	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Met Requirement • CC has 3 primary locations as well as other locations in each region • Met Requirement • Met Requirement
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Met Requirement • Met Requirement • Provider really outlined the steps and persist process for following up on referrals • Answer does not appear to answer the question
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Met Requirement • Planning for slightly more hours than required for drop in hours • Plan to outreach underserved youth to educate/inform on resources available. • Met Requirement
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • Met Requirement • Met Requirement • Met Requirement • CC has support from numerous community agencies across the state • Developed list of specialty topics for workshops and/or educational groups. • Met Requirement
E. Youth Advisory Board
<ul style="list-style-type: none"> • Met Requirement • CC has experience in creating and overseeing a YAB • Met Requirement
F. Communication and Outreach Activities
<ul style="list-style-type: none"> • Met Requirement • Met Requirement • Met Requirement
G. General Requirements
<ul style="list-style-type: none"> • Met Requirement • Met Requirement • CC incorporated expenses into the budget

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

H. Information Technology Requirements

- Met Requirement
- P – Gave examples of other websites they have created.
- Will outsource the development of a standalone YPSSN website to a professional design company.
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

I. Data Collection and Quality Assurance Requirements

- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

J. Staffing Requirements

- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

K. Staff Background Check Requirements

- Met Requirement
- Met Requirement

L. Staff Training and Supervision

- Met Requirement
- Met Requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

M. Performance Measures
<ul style="list-style-type: none">• Met Requirement
N. Reports
<ul style="list-style-type: none">• Met Requirement
2. Staffing
<ul style="list-style-type: none">• Met Requirement• Will not be using subcontractors/consultants• Met Requirement
3. Implementation - Work Plan
<ul style="list-style-type: none">• Met Requirement

Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/05/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• P-Current experience serving youth ages 18-26• I-16 offices statewide, experience serving diverse populations of youth to include homeless, LGBTQ2ia+, and parenting/pregnant	
2. Subcontractors	
<ul style="list-style-type: none">• P-They do not intend to utilize subcontractors for this service	
3. Organizational Chart	
<ul style="list-style-type: none">• P-Organizational chart includes staffing for each region.	
4. Litigation	
<ul style="list-style-type: none">• P-Not listed in any litigation	
5. Financial Viability	
<ul style="list-style-type: none">• P-Provided 4 years (2020-2023) of financial statements	
6. Certificate of Insurance	
<ul style="list-style-type: none">• P-Certificate of Liability Insurance document included	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/05/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none">• P- Locations chosen by existing population size and current office locations.• Q-Plan to serve youth in most rural districts in Region III?• Q-Drop-in hours for youth in most rural districts; e-youth discharging from higher levels of care• Bidder met the requirements
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none">• Bidder outlined plan for implementation• Q-VIII-Consent to participate Title 22 vs Title 34b, Notification to whom should youth not be available?• Bidder outlined plan for implementation
C. YPSSN Services for Youth
<ul style="list-style-type: none">• I-Drop-in hours 10 hours/month=120 hours annually; virtual drop-in hours for 100 participants annually• Bidder outlined plan for implementation
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none">• Bidder outlined plan for implementation• Bidder outlined plan for implementation• Bidder outlined plan for implementation• Bidder outlined plan for implementation
E. Youth Advisory Board
<ul style="list-style-type: none">• Bidder outlined plan for implementation• I-Incentive identified for attendance
F. Communication and Outreach Activities
<ul style="list-style-type: none">• P-Bidder intends to capture youth input and approval for YPSSN materials• I-Bidder seeking to make YPSSN a youth driven service• Bidder outlined plan for implementation
G. General Requirements
<ul style="list-style-type: none">• Bidder outlined plan for implementation• Bidder summarized plan for implementation• Q-Report semi-annually to management team• Q-Comprehensive evaluation plan every 6 months, or upon request of the Department• Bidder summarized plan for implementation under #3 and #4 of this section

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/05/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

- Bidder outlined plan for implementation
- Bidder outlined plan for implementation
- Bidder outlined plan for implementation

H. Information Technology Requirements

- I-Two existing websites have been created and maintained by bidder
- P-Web content will be youth driven
- Bidder outlined plan for implementation
- Bidder met the requirements
- Bidder met the requirements
- Bidder met the requirements
- Bidder met the requirements

I. Data Collection and Quality Assurance Requirements

- Bidder outlined plan for implementation
- Bidder met the requirements
- Bidder identified plan for implementation
- Bidder identified plan for implementation
- Bidder identified plan for implementation
- Bidder identified plan for implementation
- Bidder identified plan for implementation

J. Staffing Requirements

- Bidder identified staffing plan
- Bidder identified plan
- Bidder identified plan for implementation
- Bidder identified plan for implementation

K. Staff Background Check Requirements

- Bidder identified plan for implementation
- P-Bidder will develop and implement a training and supervision plan before the required 30 days of start

L. Staff Training and Supervision

- P-Bidder will require additional trainings in addition to those required by the Department
- Bidder has an established documentation process

M. Performance Measures

- Bidder met the requirements

N. Reports

- Bidder met requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/05/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

2. Staffing
<ul style="list-style-type: none">• Bidder met requirements (attachment #7)• N/A• Bidder met requirements (attachment #8)
3. Implementation - Work Plan
<ul style="list-style-type: none">• Bidder met requirements (attachment #9)
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience
1. Overview of the Organization
<ul style="list-style-type: none">• Held national accreditation through the Council on Accreditation for Children and Families (COA) since 2005• Voted as one of the Best Places to Work in Maine six years in a row• Established in 1995 and maintains 16 office locations throughout the state.• Provides technology required for staff to work from home, allowing for a broad reach into the most rural areas of the state.• CC has had two programs that are geared strictly to the population addressed in the RFP (The Shaw House Programs and contract holder for HUD Youth Homeless Demonstration Program• CC is only one of three organizations in the state that provide a continuum of services for youth experiencing homelessness.• CC is the sole contract holder with HUD YHDP (Transitional/Rapid-rehousing Program and Mobile Diversion) for central and northern Maine.• Over a 3-year period (10/1/21-9/30/24) CC served 925 youth between the ages of 18-24.• Provided ILP through MSHA for youth who had previously been in custody of DHHS.• Supported youth from various subpopulations that are indicated in the RFP.• Hire and support the hiring of young adults with lived experience as sees the firsthand value in this.• Developed a Youth Advisory Council for the purpose to gather insight and recommendations related to program practice.• CC uses a positive youth development

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

<ul style="list-style-type: none"> • In 2019 CC partnered with Schoolhouse connection in engaging youth and young adults with lived experience to create sustainable change and evaluated state policy and identified necessary policy action to better meet the needs of youth experiencing homelessness. • With assistance from Schoolhouse Connection’s Director of Program Advancement and Legal Affairs, youth advocated for legislative change and as a result, two proposed bills were passed and are now in effect. • CC has a widespread presence in all three regions of Maine, including the most rural areas of Maine. • Provided 3 examples of projects/partnerships <ol style="list-style-type: none"> 1. Shaw House programs began serving youth experiencing homelessness in 2019. This is done with State and Federal funds to provide street outreach, residential and community based TLP, day programming and youth shelter. In 2021 the Hud funding projects were added as well through the YHDP. 2. Open Table Volunteer using trained volunteers to support youth over a 6–8-month period. All 6 volunteers identify as having lived experience with SED/SMI. 3. Created a Peer Support Specialist position and hired a young adult with lived experience to support youth in the Shaw House programs. This was a result of seeing the positive impact that the staff with lived experience, working in the program had on the youth
2. Subcontractors
<ul style="list-style-type: none"> • Community Care identified that they will not be using any subcontractors to deliver this service.
3. Organizational Chart
<ul style="list-style-type: none"> • Community Care provided an org chart that included agency wide leadership and the project team proposed to meet the requirements of the RFP.
4. Litigation
<ul style="list-style-type: none"> • Community Care is not listed with any litigation.
5. Financial Viability
<ul style="list-style-type: none"> • Community Care provided Financial Statements prepared by BerryDunn dated June 30,2021, June 30,2022, and June 30, 2023 • CC received a PPP loan and was granted forgiveness under the provisions of the CARES Act during the fiscal year 2021. • CC strives to maintain financial assets to meet 120 days of operating expenses (approximately \$2,600,000) and maintain current asses, less current liabilities, at a minimum of 30 days of operating expenses.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Community Care

DATE: 12/6/24

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- | |
|--|
| <ul style="list-style-type: none">• \$750,000 line of credit available to meet cash flow requirements.• There was no material weaknesses identified• There were significant deficiencies identified that are not considered to be material weaknesses. |
|--|

6. Certificate of Insurance

- | |
|---|
| <ul style="list-style-type: none">• Yes, until 9/15/2025, and workman's comp until 11/15/2025 |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- Community Care will use existing office space in each region to serve as the primary base of operations for YPSSN in each region. Those offices are for Region 1 in Portland, Region II Augusta and in Region III Bangor. They chose these cities as the primary base due to being located in cities with the highest or among the highest populations.
- a. office hours will be provided Monday-Friday 8:00am-5pm in each regional office (Portland, Augusta, and Bangor). CC state they are ready and prepared for implementation of YPSSN service delivery due to already having secured office space.
- b. Based on experience; CC shares their understanding that services need to be held outside of regular business hours. Will have a YPSSN Development Committee (1/3 will be youth and young adults) that will decide such things as groups and workshops based on what the group anticipates being best times. (Q if this will be revisited once youth and young adults are accessing the supports and if there will also be input from those participating in the services and not just the Development Committee.)
- c. 30 years of providing community-based services has allowed opportunity to learn the unique needs of youth in various communities. Will continue work with present collaboratives and will hold networking meetings if awarded to gain insight on specific geographic areas that may be a priority. Will also seek information from the present YPSSN provider related to geographic populations served or underserved.
- d. One strategy will be to bring services to individuals across the state, is to maintain the several offices presently existing where services can be delivered from. This includes the 16 leased offices CC has. CC also has partnerships with various providers and organizations where they could meet. CC will also go where the youth live or would like to meet.
- e. More than 50% of youth serviced within Shaw House are from this underserved community. Strong collaboration with DOC, if awarded will enlist the support of DOC to bring YPSSN services to DOC youth population. CC has experience supporting tribal youth and youth from the LGBTQIA2S+ populations. If awarded, CC will also seek input from tribal communities on how to best support the needs of tribal youth.
- f. Each PSS hired will live in the community in which they will be working. A staff qualification is indicated as being the staff “must reside within the associated YPSSN Region in which you are applying.”
- Currently hold insurance as required by State of Maine IT-Service Contract under Rider B-IT, 19 Insurance requirements. CC will continue to meet this requirement if awarded the YPSSN contract throughout the duration of the contract.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

B. Youth Eligibility and Intake Requirements

- CC states that upon award they will form a YPSSN Program and Implementation Committee and will have weekly meetings to develop the program. This will include the development of all required policies and procedures, including a-d above.
- Will develop policies and procedures, to include a referral form within 10 days of award.
- Upon award Program and Implementation Committee (inclusive of youth representation) will form and hold weekly meetings to develop the YPSSN program.
- a. CC's central administrative support team will take all referrals to include digital/web-based referrals and phone referrals to a toll-free line. Will ask preferred method of contact. Provided the entire protocol for referrals, how they will be dispersed amongst offices in each region and the summary of assignment and contact expectations
- b. i. Committee will develop referral form that captures identified eligibility criteria to ensure eligibility criteria is met. The referral form will be located on the website and social media platforms.
 - ii administrative support team will enter referral information into tracking system prior to forwarding it to supervisor.
 - iii will meet with Department if awarded to learn of client related data that will require tracking and will work with their IT department in creating an effective system and will present to Department for approval.
 - iv Committee will develop this agreement to include basic agency information, general agreements between YPSSN and youth. Will be included in intake packet.
 - v. Will use data tracking system as well as agency's electronic record. Committee will determine how the two will interface.
 - vi. Already has form in electronic record. Peer support will review with youth and obtain signature of acknowledgement.
 - vii. Peer Support will review this with youth. Copy will be provided to youth.
 - viii. This will be included in the service agreement
 - ix. Peer Support will review this with youth. A copy will be in intake packet.
 - x. Peer Support will review this with youth at intake and a copy will be placed in the intake packet.
 - xi. Peer Support will review, explain and complete with the youth.
 - xii Each intake will have a one page summary describing statewide and regional boards.
- If awarded, YPSSN Program Development and Implementation Committee will be formed and will hold weekly meetings to develop the program. This will be inclusive of policies and procedures related to a-c above.

C. YPSSN Services for Youth

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Will create an environment based on PYD and will draw upon recommendations based on integrating PYD into community-based programs during drop-in hours. These include and are not limited to physical and psychological safety, opportunities to belong, opportunities for skill development. The committee will create a schedule consisting of drop-in hours in each identified region.
- Will be inclusive of a-c and will run reports on the status of drop-in hours and send them to regional supervisors monthly and will review the results in supervision. Drop-in target population will be those underserved populations identified in the RFP. Will provide in person and virtual drop in hours to be inclusive of all youth in all three regions.
- a. will record each youth receiving 1:1 support into tracking spreadsheet and supervisors will monitor this weekly.
- b. will focus on areas youth express interest in working on. Will draw upon principles and tools of Peer Connect.
- c. PSS with gather information on resources and pass it on to youth as information is requested. Will create an online resource guide.
- d. This will begin at time of intake. This will occur through the relationship between the YPSS and the youth.
- e. Will be youth driven and allow youth choice.
- f was removed from RFP
- g. Will let youth know they are in the driver's seat and have the power to set the stage for what their peer support will look like.
- h. Will discuss with youth over time when support is no longer needed. (There was no discussion or mention of the Outcome Measures Tool here which is the tool that shows progress over time)
- Will administer the tool by the second 1:1 session and every 3 months after and at discharge. Committee will work on training and training content. (There is already a training that was developed with a ppt presentation regarding the tool).

D. Workshops, Educational and/or Social Events

- Will gather feedback from participants regarding ideas for workshops, educational activities and social events.
- PD will meet weekly with regional supervisors for the purpose of program oversight.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- CC states that they will work as a team across the state to organize and facilitate a minimum of 440 hours of workshops and activities identified in the RFP
- a. Will enlist the support of the current YPSSN YAB to provide training to youth and encourage youth to bring their voice to the table.
- b. will create structure for youth involvement
- c. CC leadership will lead by example regarding the importance of involving youth in decision making regarding all programming and will have 1/3 representation of youth in the YPSSN Program Development and Implementation Committee.
- d. Will have a focus on PYD
- Will build on and utilize existing partnerships to bring in speakers to in person regional workshops and virtual workshops on key topics. Will rely on input from program participants.
- Supervisor will work with any guest speakers to ensure presentations are tailored to youth audience.
- The supervisor will also work with the presenter regarding how they envision soliciting the perspective of youth who are participating.

E. Youth Advisory Board

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- CC has experience in creating and overseeing YAB in the past.
- The challenge with the YAB was lack of internal capacity due to other program demands of staff time
- 1.a. Committee will develop a Regional Peer YAB using steps spelled out in the RFP.
- Will create a monitoring and evaluation plan to identify how program progress will be reported back to the YAB as well as how they will know their input is received and acted upon.
- Will identify a YAB chair with specific tasks and responsibilities.
- Stipend provided for YAB members
- 1.b. Program Manager will partner with YAB to assess the effectiveness of the YAB in responding to youth's needs and provide TA around specific areas.
- 1.c. Take minutes at each meeting and identify a YAB secretary to do so. An up-to-date schedule will be on the website and meeting frequency will be monitored. The Program Director will help support if there are specific challenges with the YAB
- a. Will follow same steps as identified in the previous section around Regional Youth Advisory Boards. The charge will be to drive programming for youth statewide and make recommendations for program implementation and continuous quality improvement.
- b. 15 members will be listed in the charter and bylaws and will strategize solutions around recruitment
- c. There will be 5 youth from each region on the Statewide Peer advisory group. A board chair will be recruited.
- d. Will take minutes at each meeting with a secretary identified who will keep formal record of the meetings. Stipends will be provided to members of the board. Budgeted money for TA from YMN as needed to assist the YPSSN Program Development and Oversight Committee in recreating an effective Regional and Statewide board.

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

F. Communication and Outreach Activities

- CC reports decades of experience conducting outreach to youth and young adults and state it is an area that they are highly skilled in.
- a. CC will propose working with a professional printing company to design and print rack cards, /the will also provide direct outreach such as tabling events and presenting to audiences inclusive of youth and young adults. CC will look to the Reginal and State Advisory Councils to deliver presentations if willing.
- b. emphasis on youth guided and non-clinical with examples of what each means, will also strive to reach all audiences of youth, especially those identified in the RFP
- c. communication plan will emphasize this
- d. communication plan will be inclusive of resources, strategies and options for youth interested in participating and do not have internet access and alternatives for youth who may not have a phone.
- Will not only be inclusive of youth but will make it a truly youth driven service.
- Program and Development Committee will be 1/3 youth
- Will rely on youth related to creating content for website and social media.
- Youth will be instrumental in identifying strategies to promote resiliency and recover for program participants.
- A minimum of 1 YPSS will be tasked with oversight of key components of the communication plan.
- Also, social media content and social media approach.

G. General Requirements

- The Program Director will ensure SOC Core Values and Principles are referenced when developing policies, practices and procedures.
- The SOC values and principles will serve as the foundation for individual and group supervision.
- Certain supports included in the budget are transportation funds for groups/drop in, funds for community activities in 1:1 YPSS, drop in costs such as food, office space
- Will integrate youth feedback in agency quality improvement process
- Feedback is sought around program performance improvement and adjustments are made based on feedback.

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Through accreditation already held, CC has already developed processes around incorporating feedback from program participants and staff.
- Will develop a comprehensive evaluation plan related to assessment of performance measures
- Will provide plan to the Department for feedback and approval.
- Evaluation plan will be evaluated minimally every 6 months.
- Will evaluate more frequently at the Department's request.
- Will develop comprehensive evaluation plan review sheet
- Will evaluate
- The Director of Quality Improvement will administer the Youth Satisfaction Survey via a QR link and paper copy for youth without phone or internet access.
- Same as what was shared in #3 and #4 of this section.
- Talked again about YPSSN Program Development and Implementation Committee
- Will post opportunities online and in each office location.
- Will provide transportation to youth.
- Will develop a plan for training, implementation, and tracking all aspects of the MPET.
- CC shares that they have significant level of expertise in this area.
- Will draw upon expertise and current connections with partner agencies and organizations.

H. Information Technology Requirements

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- CC will outsource the development of a standalone website to a professional design company
- will enlist insight from youth in the creation.
- Provided 2 examples of existing internal websites.
- Provide detail at length on how a-e will be accomplished.
- Will not identify the State and/or Department on any pages of the website
- Will comply with ADA (ie keyboard navigation, adding caption to videos, easy to navigate headlines)
- Will be able to modify easily and efficiently
- Links to current resources will be added
- Calendar of events will be maintained and on the website
- CC already has an agency they use, House of Languages.
- ECCP,CC is already installed, configured
- Will collaborate with the Department through regular meetings
- All website content will be reviewed by the Department at meetings or via email.
- Will not release any data without written approval from the Department.
- All written IT policies will coincide with DHHS IT policies
- Will modify current IT policies to indicate TikTok will not be utilized at all.

I. Data Collection and Quality Assurance Requirements

- Shared that a-d will be tracked by the provider. The process will be facilitated by the Director of Quality Improvement
- CC has already developed policies and procedures that are equivalent to Maine IT policies for risk assessment policy and procedures and vulnerability screening.
- Will rely on Confidentiality and HIPPA policies.
- All staff are trained on this throughout the new hire process.
- Presently have current policies and procedures that comply with requirements outlined in the State of Maine IT-Service Contract.
- QAP will be developed within 90 calendar days of initial period of performance for Department approval.
- Will include, and not be limited to a and b above.
- Will ensure at a minimum that the above three bulleted areas will be captured within the plan.
- Upon completion of the approved QAP, plan will be presented to YPSSN PDIC and the Regional and Statewide Youth Advisory Boards
- Collaboration will occur to ensure the quarterly reporting requirements are met.
- Data reported will include a-e above.

J. Staffing Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 12/6/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- PSS and supervisors will have lived experience.
- YPSSN Program Manager will serve as the project lead and will at a minimum hold a Bachelor's Degree and will also comply with b-d above.
- All YPSSN and supervisors will have lived experience and complete all Peer Connect and Peer Connect for Supervisors certification requirements.
- All YPSSN and supervisors will have lived experience and complete all Peer Connect and Peer Connect for Supervisors certification requirements.

K. Staff Background Check Requirements

- HR Department follows centralized hiring procedures, including background checks.
- BMR- HR will conduct a driver record check on all staff/volunteers prior to offer of employment and driver license checks will be completed every 2 years.
- All candidates for YPSSN will be run through the Sex Offender Registry
- HR will complete the CPS check through the Background check unit prior to employment
- HR will verify any professional licenses and will assess for any licensure disciplinary action
- All background checks are maintained in employee personnel files.
- All employees required to take Mandated Reporter Training and comply with MR requirements for children and adults.

L. Staff Training and Supervision

- CC will develop a training and supervision plan well before the required 90 days of the start of the period of performance.
- Will utilize Relias, training management system to create a list of trainings
- Will access Relias on a regular basis to ensure training requirement are being met.
- The training plan will include, and not be limited to i,ii,iv,v above.
- CC uses Relias
- Upon award, provider will incorporate training requirements in Relias
- Will capture trainings and trainee date in Relias.

M. Performance Measures

- Will work with IT Department to create a tracking tool to collect service delivery data
- Will work collaboratively on what needs to be tracked based on RFP
- Will partner with Department to review Program Outcomes, inclusive of those in table 1 above.

N. Reports

- CC is fully aware of the reporting requirements to DHHS as it relates to the ability to oversee services and contract performance.
- Created a position of Director of Quality Improvement

**STATE OF MAINE
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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

2. Staffing

- Attachment #7 only provided the job description for the YPSS and the YPSS Supervisor, Director of Homeless Services and YPSSN Services. The staffing plan, attachment #8, also identified Statewide YPSSN Program Manager and there was no job description that I saw as attached.
- No sub-contractors will be used.
- Staff time was provided as either full time at 40 hours a week or part time at 20 hours a week. The Program Manager was full time, but the number of hours was not provided per week. The Program Director position did not include how much staff time will be assigned to support the RFP.

3. Implementation - Work Plan

- The work plan was provided in a timeline chart that provided the date, task, and person(s) responsible for that task.

Part IV, Section IV. Cost Proposal and Budget Narrative

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/08/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • P: Over 200 years in business • P: Has provided Peer Support services for over 20 years (since 2001) • P: Has operated Peer Support Line for 14 years (since 2010) • P: Project 1 is detailed and relevant to RFP • P: Project 2 is detailed and also relevant to RFP with the ability to start referrals immediately • P: Project 2 facilitated 25,412 peer to peer conversations in fiscal year 2024 • P: Project 3 is detailed and relevant to RFP
2. Subcontractors	<ul style="list-style-type: none"> • None will be used
3. Organizational Chart	<ul style="list-style-type: none"> • Provided and shows overall organizational flow
4. Litigation	<ul style="list-style-type: none"> • Four current litigations – no issues seen regarding being awarded RFP
5. Financial Viability	<ul style="list-style-type: none"> •
6. Certificate of Insurance	<ul style="list-style-type: none"> • Provided and current

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none">• Detailed response to each item listed• P: Current/previous partnerships with Equality Maine, Wabanaki Reach, Cross Cultural Community Services and Restorative Justice Project• P: Willing to establish relationships with Maine TransNet and Maine Youth Justice• P: Region 1 current presence in Saco, Brunswick, and Portland with several offices/buildings that could be used immediately• Region 2 collaboration with existing organizations Tree Street Youth Center and Midcoast Youth Center• P: Bidder has already reached out to ME-RAP to discuss collaboration with their organization as well• P: Telehealth Peer Services already being offered which can provide access to services regardless of geographic location• Detailed response to each item listed• P: Admin staff are already being paid and will not be paid through this contract, if awarded• Agrees to comply
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none">• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed
C. YPSSN Services for Youth
<ul style="list-style-type: none">• Detailed response to each item listed• Detailed response to each item listed
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none">• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed
E. Youth Advisory Board
<ul style="list-style-type: none">• Detailed response to each item listed• P: More than half of the Bidder's current Board of Directors identify with lived experience• Detailed response to each item listed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/OCFS

F. Communication and Outreach Activities
<ul style="list-style-type: none">• Detailed response to each item listed• Detailed response• Detailed response
G. General Requirements
<ul style="list-style-type: none">• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed• Q: Is Welligent an IT issue?• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed• Detailed response to each item listed
H. Information Technology Requirements
<ul style="list-style-type: none">• Detailed response• P: Bidder's current website reaches 150k user annually• Detailed response to each item listed• Bidder currently uses LanguageLine• Agrees to comply• Agrees to comply• Agrees to comply• Agrees to comply
I. Data Collection and Quality Assurance Requirements
<ul style="list-style-type: none">• Detailed response• Agrees to comply• Agrees to comply• Agrees to comply• Agrees to comply• Agrees to comply• Agrees to comply
J. Staffing Requirements
<ul style="list-style-type: none">• Agrees to comply• Agrees to comply• Agrees to comply• Agrees to comply

**STATE OF MAINE
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EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

K. Staff Background Check Requirements
<ul style="list-style-type: none">• Agrees to comply• Agrees to comply
L. Staff Training and Supervision
<ul style="list-style-type: none">• Detailed response to each item listed• P: Bidder currently provides continuing education to over 300 peer support specialists annually• Agrees to comply
M. Performance Measures
<ul style="list-style-type: none">• Agrees to comply in detail for each PMR• Q: Bidder states they consistently meet PMRs in other contracts. Can this be confirmed?
N. Reports
<ul style="list-style-type: none">• Agrees to comply
2. Staffing
<ul style="list-style-type: none">• Attachment 7 provided and is very detailed for each position• No subcontractors will be used• Attachment 8 was provided and is a very detailed plan
3. Implementation - Work Plan
<ul style="list-style-type: none">• Attachment 9 was provided and the timeline is easy to follow
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 07DEC24

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Founded in 1828 • Bidder indicates since July 2001, has been supporting the development and growth of Peer-supported Recovery Services. • Bidder indicates successfully providing peer support services in hospital EDs. • Bidder indicates since 2010, has operated the statewide Peer Support Line. • Bidder indicates successfully integrated Peer Support Specialists into multiple Behavioral Health Home teams. • Bidder provided three projects that were very well detailed: Integrated Adult and Youth Peer Support, Peer Support Line, Peer Training Network. • Bidder indicates leveraging existing resources to support the YPSSN.
2. Subcontractors	<ul style="list-style-type: none"> • Bidder indicated none
3. Organizational Chart	<ul style="list-style-type: none"> • Bidder met
4. Litigation	<ul style="list-style-type: none"> • Bidder met
5. Financial Viability	<ul style="list-style-type: none"> • Bidder met
6. Certificate of Insurance	<ul style="list-style-type: none"> • Bidder met

**STATE OF MAINE
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BIDDER NAME: Sweetser

DATE: 07DEC24

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none">• Bidder indicates Portland, Lewiston, and Bangor chosen based upon most populated cities.• Bidder indicates statewide contact with OBH positions agency to incorporate and build off existing partnerships, enhancing service/reach to underserved communities.• Bidder detailed locations.• Bidder has existing agreement with LanguageLine for the PSL.• Bidder notes existing telehealth peer services.• Bidder indicates selecting drop-in locations in R1 within 90 days of start of initial period of performance; R2 Lewiston, Rockport, Belfast; R3 location in Bangor TBA.• Bidder described plan to identify regions with greatest need.• Bidder described building upon 24/7 PSL to improve accessibility for Youth in underserved/rural areas.• Bidder agrees
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none">• Bidder indicates will provide; agency's PSL also utilizes self-report method eligibility determination.• Bidder provided detail for each item.• Bidder indicates implementation comprehensive onboarding/training program to ensure staff equipped to effectively use all forms/tracking tools.• Bidder provided detail for each item.
C. YPSSN Services for Youth
<ul style="list-style-type: none">• Bidder indicates 75 regularly scheduled central hub hours and then 30 youth-determined drop-in hours for each hub.• Bidder provided detail for each item.• Bidder indicates establishing QA plan.• Bidder addressed each item with detail.
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none">• Bidder addressed each item with detail.• Bidder addressed each item.• Bidder provided detailed response.• Bidder provided description.
E. Youth Advisory Board

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 07DEC24

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- Bidder indicates PTN has developed an Advisory Board that is comprised of peer support staff and leaders across Maine.
- Bidder indicates more than half of BOD identify as individuals with lived experience.
- Bidder provided detailed response and addressed each item.
- Bidder agrees to develop.
- Bidder indicates stipend for Youth.
- Bidder outlined each item.

F. Communication and Outreach Activities

- Bidder provided detailed plan and addressed each item.
- Bidder indicates provide opportunities for Youth to be part of content creation on social media pages.
- Bidder indicates YPSSN will build of experience of Com. Dept. to implement a youth-guided communication plan.

G. General Requirements

- Bidder provided extensive description, including addressing each principle individually.
- ? Bidder indicates utilizing existing channels to reach an empower Youth.
- ? How will agency prioritize Youth feedback
- Bidder provided detail.
- ? What if Youth cannot access SurveyMonkey?
- Bidder described strategy/plan.
- Bidder indicates will work with Dept. to assure Youth represented on various Dept boards and committees.
- Bidder provided detailed response.
- Bidder indicates will adopt similar approach for YPSSN as the PTN.

H. Information Technology Requirements

- Bidder indicates include Youth voice and driven content.
- Bidder indicates will ensure and provided outline/steps
- Bidder's response to d appears to belong to e, and Resources has not been addressed.
- Bidder indicate utilizing LanguaugeLine.
- Bidder indicates will ensure.
- Bidder agrees.
- Bidder agrees.
- Bidder agrees.

I. Data Collection and Quality Assurance Requirements

- Bidder described usage of Welligent.
- Bidder addressed each item

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 07DEC24

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- Bidder indicated established policies/procedures adhere to all State and Federal standards.
- Bidder indicates will comply.
- Bidder indicates will comply
- Bidder addressed each item with additional detail.
- Data regarding a through e does not appear to be addressed.

J. Staffing Requirements

- Lacks detail
- Bidder indicates will designate Project Lead that meets all requirements specified by Dept.
- Bidder provided description.
- Bidder provided detail.

K. Staff Background Check Requirements

- Bidder simply indicated experienced in conducting all necessary background and driving checks required to meet state regulations.
- Bidder did not address a through d.
- Bidder indicates use of Relias system.

L. Staff Training and Supervision

- Bidder indicate through PTN, provides continuing education to 300+ PSS across Maine annually.
- Bidder provided detail for each item.
- Bidder provided plan.

M. Performance Measures

- Bidder indicates existing PS program consistently meets performance measure for various Dept. contracts, including PSL, PTN, and ED Peer Support.
- Bidder provided detail for each performance measure.

N. Reports

- Bidder indicates long history of reporting data and information on contracts in accordance with Dept. requirements and will track, record, and deliver.

2. Staffing

- Manager, Youth Peer Support
- Director - Recovery Services
- Communications and Outreach Youth Peer Support Specialist (
- Youth Peer Support Supervisor
- Lead Youth Peer Support Specialist
- Youth Peer Support Specialist
- Could not locate requirement for YPSS to live within region they are assigned.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 07DEC24

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- NA
- Bidder provided detailed narrative that included roles/responsibilities, qualifications, recruitment, onboarding, training, supervision, staff scheduling, performance evaluation, and retention.

3. Implementation - Work Plan

- Bidder provided a timeline table.

Part IV, Section IV. Cost Proposal and Budget Narrative

- Proposed cost \$1,837,473
- Form 5, Line 27 does not specify how much or how many laptops/tablets. Based upon other costs, would be \$13,000?
- Form 5, Line 31 what is being purchased for staff recognition?
- 2nd year, Form 5, Line 31 includes total of \$24,000 and indicates laptops/tablets for staff again (\$13,000)
- Would staff recruitment costs remain the same the second year?
- Form 5, Line 19 Materials/Supplies – please break out and provide more detail regarding what specifically is being purchased.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/7/24

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Met Requirement • Supporting development of peer directed recovery services since 2001. • Has statewide Peer Support Line (PSL) • Awarded Peer Training Network (PTN) contract in 2016' • In 2013 Intentional Peer Support Specialists engaged with 2,695 participants
2. Subcontractors	<ul style="list-style-type: none"> • Not planning to use
3. Organizational Chart	
4. Litigation	<ul style="list-style-type: none"> • Met Requirement • 4 Litigations currently active
5. Financial Viability	<ul style="list-style-type: none"> • Met Requirement
6. Certificate of Insurance	<ul style="list-style-type: none"> • Met Requirement • Expires in January 2025

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/7/24

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Met Requirement • Spoke about Language interpretation and telehealth Peer Services • Met Requirement • Community outreach efforts to provide information to those where needs are greatest • Sweetser plans to actively pursue training opportunities that enhance cultural respect for staff, allowing them to better serve diverse populations • Met Requirement
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Met Requirement • Detailed plan for eligibility determination • Met Requirement • Will use Welligent for data tracking • Detailed intake process • Provider discussed comprehensive onboarding and training program for intake and tracking tools. • Met Requirement
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Met Requirement • YPSSN will allocate funding to a communications Specialist to support social media and website design • Met Requirement • P – Have Youth Peer Supporters and supervisors trained in the PEER CONNECT model • Discussed that youth discharged from 1:1 support will still have access to drop-in, educational and group activities • Discussed ongoing training on MPET administration
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • Met Requirement • Detailed response • Met Requirement • Met Requirement • Met Requirement
E. Youth Advisory Board

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/7/24

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

- Met Requirement
- Met requirements

F. Communication and Outreach Activities

- Met Requirement
- Will utilize sweetser Communication Department which will work closely with the YPSS assigned to oversee the YPSSN communications plan
- Multiple ways to reach youth without internet access – word-of-mouth, school flyers, radio, other media ads
- Met Requirement
- Met Requirement

G. General Requirements

- Met Requirement
- Detailed response
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Detailed response
- Met Requirement

H. Information Technology Requirements

- Met Requirement
- Do not see mention of including links to resources and any other social media platforms.
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

I. Data Collection and Quality Assurance Requirements

- Met Requirement
- Utilize EHR system - Welligent
- Can incorporate MPET into EHR system
- Met Requirement
- Met Requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/7/24

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

<ul style="list-style-type: none">• Met Requirement• Met Requirement• Met Requirement• Met Requirement
J. Staffing Requirements
<ul style="list-style-type: none">• Met Requirement• Met Requirement• Met Requirement• Met Requirement
K. Staff Background Check Requirements
<ul style="list-style-type: none">• Met Requirement• Met Requirement
L. Staff Training and Supervision
<ul style="list-style-type: none">• Q – Do not see that confidentiality training will be annual• Met Requirement
M. Performance Measures
<ul style="list-style-type: none">• Met Requirement
N. Reports
<ul style="list-style-type: none">• Met Requirement
2. Staffing
<ul style="list-style-type: none">• Met Requirement• Will not be using subcontractors/consultants• Met Requirement
3. Implementation - Work Plan
<ul style="list-style-type: none">• Met Requirement
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">I-Bidder currently offers a statewide peer support line for adults ages 18 and over and youth Peer Support since 2020 within its CCBHCs	
2. Subcontractors	
<ul style="list-style-type: none">Bidder will not utilize subcontractors	
3. Organizational Chart	
<ul style="list-style-type: none">Bidder met the requirement	
4. Litigation	
<ul style="list-style-type: none">Q-8 lawsuits, 4 settled, 4 active	
5. Financial Viability	
<ul style="list-style-type: none">Q-Bidder provided four years of financials; closed program in 2021	
6. Certificate of Insurance	
<ul style="list-style-type: none">Bidder met the requirement	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • P-Bidder has established agreement with interpretation services and offers telehealth services • P-Bidder has existing locations in Region I and II; expansion of current Peer Support Line to include this population • Bidder met the requirement
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • P-Bidder will connect youth with Peer services when identified to have access through BHH • Bidder identified process and will utilize existing Welligent comprehensive data tracking system • Bidder met requirement
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Bidder outlined plan for implementation • Bidder has identified process with timeline
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • P-Bidder will provide community-based workshops that are youth guided; • Q-Annual review of program feedback • P-Youth Advisory Boards will meet bi-monthly; Currently trained in Peer Connect • P-Established relationships with Wabanaki REACH, Restorative Justice Project, and Cross-Culturally Community Services • Bidder met requirement
E. Youth Advisory Board
<ul style="list-style-type: none"> • P-Bidder intends to utilize youth utilizing YPSSN services • P-Bidder has identified incentive for participation
F. Communication and Outreach Activities
<ul style="list-style-type: none"> • Bidder has met requirement • Bidder has identified plan of implementation • Bidder has identified plan of implementation
G. General Requirements
<ul style="list-style-type: none"> • P-Bidder has identified plan of implementation for each SOC principle • Bidder met requirement • Bidder met requirement • Q-Quarterly surveys for those without internet access

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

<ul style="list-style-type: none"> • Bidder met requirement • Bidder identified plan of implementation • Bidder identified plan of implementation and tracking • Bidder identified plan of implementation
H. Information Technology Requirements
<ul style="list-style-type: none"> • P-Bidder current website reaches 150,000 users annually and offer a website dedicated to YPSSN • Bidder identified plan of implementation • Bidder identified plan of implementation • Bidder met requirement • Bidder met requirement • Bidder met requirement • Bidder met requirement
I. Data Collection and Quality Assurance Requirements
<ul style="list-style-type: none"> • Bidder identified plan of implementation • Bidder met requirement • Bidder met requirement • Bidder met requirement • N-1:1 Peer support, mutual support and education, self-advocacy, public awareness activities not addressed • Bidder met requirement • Bidder met requirement
J. Staffing Requirements
<ul style="list-style-type: none"> • Bidder met requirement • Bidder met requirement • Bidder met requirement • Bidder met requirement
K. Staff Background Check Requirements
<ul style="list-style-type: none"> • Bidder met requirement • Bidder will expand existing process to include YPSSN
L. Staff Training and Supervision
<ul style="list-style-type: none"> • P-Bidder has existing relationship with Center for Excellence for training • Bidder met requirement
M. Performance Measures
<ul style="list-style-type: none"> • Bidder met requirement
N. Reports

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

- Bidder met requirement

2. Staffing

- Bidder met requirement (attachment #7)
- N/A
- Bidder met requirement (attachment #8)

3. Implementation - Work Plan

- Bidder met requirement (attachment #9)

Part IV, Section IV. Cost Proposal and Budget Narrative

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Founded in 1828 as an orphanage• Has been providing peer directed recovery services since 2001• IPS in Eds in 4 hospitals, statewide Peer Support Line, Peer Training Network, provide adult and youth peer support in BHH and ACT teams.• In 2023 IPSS engaged with 2695 participants• Statewide peer line since 2010• Added BHH in 2016• Philosophy of recovery and lived experience• All peer support leadership positions identify as having lived experience• Project One- Integration of peer support across its service array. This is now in BHH, CCBHC, Children's ACT, peer support in Eds• Project 2- Peer support Line since 2010. This line provides peer support 24 hours a day, 365 days a year.• Project 3- Peer Training Network which established a Recovery Practice Advisory Group made up of peer leaders. Since inception, PTN had trained 95 WRAP facilitators and 1500 participants. Offered many different trainings.	
2. Subcontractors	
<ul style="list-style-type: none">• Will not have subcontractors	
3. Organizational Chart	
<ul style="list-style-type: none">• Provided org chart for Sweetser Leadership as well as one for the peer services provided at Sweetser.	
4. Litigation	
<ul style="list-style-type: none">• Has litigation with the following:	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

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1. Overview of the Organization	
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2. Subcontractors	
<ul style="list-style-type: none"> • Will not have subcontractors 	
3. Organizational Chart	
<ul style="list-style-type: none"> • Provided org chart for Sweetser Leadership as well as one for the peer services provided at Sweetser. 	
4. Litigation	
<ul style="list-style-type: none"> • Has litigation with the following: 	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

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DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Maine Human Right Commission of former employee who claimed discharge based on whistleblower retaliation. It was settled without trial (2019)
- Maine Human Rights Commission of former employee claimed discharge based on whistleblower retaliation. It was settled without trial (2021)
- Somerset Superior Court former client alleged sexual abuse by staff, negligent supervision of staff settled without trial (2022)
- Kennebec Superior Court- Former Sweetser client alleged sexual abuse by another client, litigation still active (2022)
- Oxford Superior Court former Sweetser client alleged physical abuse by staff litigation still active (2022)
- Waldo Superior Court former Sweetser Client alleged sexual touching by staff, settled without trial (2022)
- US District Court former Sweetser employee alleged denial of disability benefits, litigation is still active (2024)

5. Financial Viability

- Bidder provided years of Financial Statements completed by BerryDunn dated June 30, 2024 and 2023 as well as June 30, 2022 and 2021
- Under summary of Auditor's results there were significant deficiencies identified that are not considered to be material weaknesses. (2024,2023)
- Corrective Action Plan in findings (2024,2023)
- The statements for 2022 and 2021 had less information than what was provided for 2024 and 2023 with no Financial Statement Findings

6. Certificate of Insurance

- Yes, has insurance until 01/10/2025.

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- Staff will be based in the most populated cities, Portland, Lewiston and Bangor
- States will prioritize reaching remote communities where Youth face barriers in accessing support yet does not explain how.
- Peer Training Network partnered with a variety of organizations that focus on underserved and minority populations.
- Will work to develop relationships with statewide Youth serving agencies.
- Bidder recently signed on with LanguageLine interpretations services to enhance accessibility
- Will use LanguageLine to ensure Youth from diverse backgrounds receive culturally sensitive support.
- Region 1- will identify location for drop in within the first 90 days of the initial period of performance It is not clear how that will be done, what the participatory process will be and if it will involve youth based on what is written in this section.
Region II- Lewiston, will locate youth friendly spaces for drop- in (it is not clear if there will be only one identified location or if it will be numerous spaces) There is also talk in this section of working with the YAB to identify spaces
Region III- Banor- will identify a location in Bangor within the first 90 days of the initial period of performance. bidder indicates once advisory boards are established the network will then identify additional locations to expand based on the needs of youth in the region.
- Administrative Office will be located at 50 Moody Street in Saco and will be open to youth M-F 8am-5pm, excluding state holidays
- One location per region.
Region I- will build on strong presence in Saco, Brunswick, and Portland. States locations will be selected by prioritizing the needs of the youth and communities in this region. It is not clear what is mean by communities.
Region II- Will use existing Sweetser locations in Lewiston, Rockport and Belfast and will work with the YAB to identify other areas.
Region III- YPSSN will identify a convenient location in Bangor based on YAB feedback.
- will conduct research and meet with the community orgs to identify where there is the greatest need for service. This will ensure services are provided where they are most needed.
- Committed to ensuring access to peer support for all underserved Youth in Maine, indicates will focus on being a trusted partner in tribal communities. Bidder will work to provide PSS that align with cultural knowledge and traditions. Bidder will use other organizations to help inform approach to reaching Youth in these communities.
- Bidder will pursue training opportunities that enhance cultural respect for staff. Bidder will work with agencies and organizations that support specific diverse populations to ensure ways to best meet needs.
- Will hire staff based in the specific communities they will serve.
- States they will maintain all that is outlined here.

B. Youth Eligibility and Intake Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Bidder states that they will provide Department approved policies and procedures within the first 30 days of the initial performance period. It is not clear if youth will be involved in this or not
- state all participants will be between the ages of 14-26 and verified through self-report.
- youth will self-report at time of intake
- Will ask at intake if youth has insurance
- Bidder shares that if it is determined YPS can be accessed through Mainecare service, will support the youth to access those supports.
- Bidder will provide the Department approved polices and procedures within 30 days of the initial performance period.
- Provided procedure bidder will use to ensure that this happens.
- Within 30 days of initial performance period, bidder says they will provide the Department with all required intake forms and an outline of the tracking tools will use Sweeter's Welligent comprehensive tracking system for i-iii in this section.
- described iv-xii each separately and how they will address each one.
- Will provide a comprehensive onboarding and training program for staff to ensure they are educated and able to use all intake forms.
- at intake youth will be asked to identify their needs and the corresponding services they are interested in. What will happen if youth struggle to complete this and have difficulty identifying these? First meeting will focus on providing an overview of what is available to choose from. Electronic health record will document what services were offered and chosen by youth.
- Identified numerous ways support will be offered (ie at intake, through 1:1 interaction, at drop-in and groups). Welligent will be used to track each application of the MPET
- shared that this will be done and that in the first few meetings the MPET will be completed.

C. YPSSN Services for Youth

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Will develop and distribute a calendar of events for youth in each region.
- Bidder states they will provide 105 hours of drop-in annually in each region. This will be done at a consistent location with a consistent time and youth will lead drop ins.
- Bidder states that their drop-in will prioritize underserved youth, to include those in rural areas and the other populations identified in the RFP
- will provide a mix of virtual and in person drop-in opportunities. The YPSSN will fund a Communications Specialist to support this as well as social media and website design. Through these and other activities the bidder says they will serve a minimum of 100 unduplicated participants annually.
- Bidder shares the intent to provide 75 central hub hours and 30 drop-in hours (these will be youth determined) in each region. It is not clear where the 30 drop-in hours will occur? Virtual drop-in will be 1-2 weekly regularly scheduled and one monthly determined by the youth.
- Virtual drop-in will use the SecureVideo platform.
- Bidder has 2 peer support leaders already trained in Peer Connect.
- Bidder also shares they have peer supporters trained in Peer Connect as well.
- will develop a QAP that will help meet expectations and performance standards. Will accept referrals from a variety of sources (healthcare, youth, schools, clinicians) Bidder shares they will support at least 50 youth statewide each year per region, reaching a minimum total of 150.
- will support goal identification during intake, as well as areas of growth over time. Will support referrals based on needs and wants of the youth. Bidder will support youth wellbeing and outcomes as determined by the MPET
- Gave description of how this will be done and different supports that will be utilized during this process.
- will utilize existing supports and strategic partnerships to support youth toward empowerment.
- Will honor each youth's unique experiences and support them with needs and goals
- removed
- will use a youth centered approach with a focus on choice and autonomy Will sue feedback forums to improve existing supports.
- decision to end services will be done in partnership with the youth.
- MPET will be administered to all youth and learn about the importance of this tool
- bidder provided plan regarding ensuring MPET is done when required each time.

D. Workshops, Educational and/or Social Events

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Workshops and events will focus on highlighting the needs and voices of youth. The YAB will review results of the YSS annually as well as the MPET, focus groups, and 1:1 conversation. This feedback will be used to inform services and supports for youth.
- will offer a variety of practical skills workshops. (ie cooking, financial literacy, physical wellness)
- will focus on this through critical thinking skills, analytical thinking activities and creative solutions and teamwork
- mutual learning experiences, music, art, writing, creative expression
- study groups, workshops around study skills
- YAB, meeting bimonthly will be the primary platform for Youth voice and will identify areas of improvement.
- Staff will be supported through supervision, YAB will provide feedback,
- inclusive approach to all decision making
- will be trainings available
- Will support minority populations
- Guided by the voices of participants in programming
- “recovery is possible and some of our strongest employees have had complex stories”
- YAB has annual strategic planning session
- Lead Youth Peer Support Specialist will facilitate conversation
- a. focus on critical thinking and experiential group process component. Will focus on some things such as self-discovery, appreciative inquiry, team building. Will also hold debriefing sessions

E. Youth Advisory Board

- More than half of Sweetser’s board identifies as having lived experience.
- Sweeter has an organization vision statement
- Described this process and the focus on empowerment of youth
- Will use the MPET to assess the needs of youth who receive 1:1 peer support as well as the YSS
- Will launch mental health awareness campaigns
- Will connect youth to a broad range of resources, using youth voice
- use approaches of inclusion and understanding the value and responsibility will be provided by YAB, stipends will be provided for members
- will meet at least once a month and review needs of board members

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

F. Communication and Outreach Activities

- Sweetser’s Communication Department will support the development of communication plan.
- Identified key communication strategies (ie digital outreach, social media)
- Will provide extensive outreach (schools, healthcare, youth or teen centers)
- YAB will have a central role in ensuring this happens
- This will be addressed in the communication plan
- word-of-mouth, school flyers, radio, other media,
- Will gather youth input on things such as posts, stories, social media events.
- Collaboration with other youth organizations
- Social media will be a critical tool, especially to reach those in rural areas
- Communication Department focuses on managing and enhancing all communication
- One lead YPSS position will focus on managing the communication plan for this program using youth voice.

G. General Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Went through the values of
- family driven and youth guided,- prioritize needs by lifting voice
- community based -will deliver services in the communities where the youth live, will be youth directed
- culturally and linguistically competent. .- this will be incorporated in hiring, training and youth accessibility.
- Reviewed SOC principles individually with detail
- Bidder presently has a strong social media presence and website and will use existing channels and resources to reach and empower youth.
- Will prioritize youth feedback
- States the evaluation plan will be developed with the Quality Department at Sweetser. I do not see where youth will participate in the development of this plan.
- Will use data collected to develop strategies
- Will use results of YSS
- Will host listening sessions and focus groups
- Youth led campaigns will be provided
- Will work with the Department to ensure opportunities for youth on boards or committees at the Department level
- Importance of MPET will be discussed at intake
- Sweetser has developed training
- Training on such things as active listening, and will be offered opportunity for continuing education
- This is addressed with a #5 in the submitted proposal but is #8.
- Will adopt approach similar to existing PTN regarding professional growth.

H. Information Technology Requirements

- Sweetser's present website reaches 150,000 users annually and is managed by the Communications Team
- YPSSN will created website related to services and supports and information sharing
- a. website will not include any reference (direct or indirect) to the State of Maine website
- b. will comply with ADA
- d. Will focus on information for youth regarding all of this information
- e. Will create user friendly calendar
- Will use LanguageLine
- Will comply with MainIT digital accessibility policy
- Will strictly prohibit this and data will be securely stored.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: Sweetser

DATE: 12/07/2024

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- All data collected will be de-identified
- Will exclude TikTok and any comparable applications developed by ByteDance Limited from its website
- Will utilize EHR and ensure all of this information in a-d is stored there. Data will be accessible to the Department upon request.
- Rigorous approach to cybersecurity thru vulnerability scanning
- Conducts periodic risk assessments
- Already has P&P that adhere to all State and Federal regulatory standards
- Will comply with rules in State of Maine IT Service contract
- Will comply with both a and b as stated in this section of the bidder's proposal
- Department approved QAP will be developed within 90 days after start of the initial period of performance.
- Will be inclusive of a-c of this section of the proposal.
- Will implement QAP and will generate reports from EHR. Bidder will use Welligent.

I. Staffing Requirements

- Dedicated team of 9
- Director of recovery services will designate a project lead who meets all requirements of the Department.
- All staff will have lived experience and will complete and maintain all certification requirements
- Bidder will ensure all PSS have lived experience.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

J. Staff Background Check Requirements
<ul style="list-style-type: none">• Bidder indicates all necessary background checks will be completed.• All staff are required to complete mandated reporter training.
K. Staff Training and Supervision
<ul style="list-style-type: none">• Bidder indicates all expectations in this section will be met by all YPSSN staff• Human Resources and Training Departments hold all of this information and manage all employee training.
L. Performance Measures
<ul style="list-style-type: none">• Will ensure PM outlined in Table 1 are met. Bidder provided extensive explanation on how they will meet each PM.
M. Reports
<ul style="list-style-type: none">• Bidder states they will track, record, and deliver all data reporting in accordance to Table 1 and 2 of the reporting section.
2. Staffing
<ul style="list-style-type: none">• Attachment 7 provided job description for• President/CEO• Chief Program Officer• Director of Recovery Services• Manager Youth Peer Support• Communication and Outreach Youth Peer Support Specialist• Youth Peer Support Supervisor• Lead Youth Peer Support Specialist• Youth Peer Support Specialist• No subcontractors• Delineates by role, hours and if FTE• Provides job title and description of the position for the following positions:• Program Manager• Youth Peer Supervisors• Lead Youth Peer Support Specialist• Communications and Outreach Lead Youth Peer Support Specialist• Youth Peer Support Specialists and the qualifications for these as well.• The bidder also discussed recruitment, onboarding, training, supervision, staff scheduling, performance evaluation , and retention for these positions.
3. Implementation - Work Plan
<ul style="list-style-type: none">• Attachment 9 provided implementation work plan for 2025 inclusive of Q1- q4.
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/08/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none">• N: Response is lengthy, contains several footnotes, but no specific locations within each Region are listed• N: Bidder states they will provide, “administrative access during standard office hours through one primary location.” Does this mean 8-5pm? No specific time is listed and the “one primary location” doesn’t make sense. One location period or one location per Region?• N: It appears the Bidder is saying that the staff providing YPSSN supports and activities will not always be located in the Region being served.• Agrees to comply
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none">• N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates• N: Response has no mention of health insurance• N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates• N: Inadequate response. It’s unclear that Bidder agrees to all intake forms and tracking tools• N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates• High5Test? Evaluator has no power or internet and no ability to determine what this is• P: Digital Membership cards would make unduplicated tracking much easier and would also ensure reporting youth attendance
C. YPSSN Services for Youth
<ul style="list-style-type: none">• Difficult to follow, but they intend to comply• Difficult to follow but they intend to comply
D. Workshops, Educational and/or Social Events

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/08/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

- Difficult to follow but it appears they intend to comply
- N: Response does not mention that the Youth Satisfaction Survey or Maine Peer Evaluation Tool will be used
- Difficult to follow but they intend to comply
- P: Bidder states they will exceed 440 hours annually
- N: Response states, “described in greater detail through section G8.” The response should be in this section as well
- N: Response does not mention a. at all

E. Youth Advisory Board

- Does not follow RFP outline making it difficult to follow
- Does not follow RFP outline making it difficult to follow

F. Communication and Outreach Activities

- N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates
- Is WhatsApp an IT issue?
- Agrees to comply
- N: Response does not mention that 1 Youth Peer Support Specialist will be responsible for oversight of key components of the communication plan

G. General Requirements

- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply
- N: It reads as though the Bidder is telling the Department that they are wrong about 6.a. and should reconsider doing it the Bidder’s way instead
- N: Although they agree to comply, they are clearly not wanting to implement this tool
- Agrees to comply

H. Information Technology Requirements

- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply
- Agrees to comply

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/08/2024

EVALUATOR NAME: Dondi Dexter

EVALUATOR DEPARTMENT: DHHS/OCFS

I. Data Collection and Quality Assurance Requirements
<ul style="list-style-type: none"> • Agrees to comply • Agrees to comply • Agrees to comply • Agrees to comply • N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates • Agrees to comply • N: Response does not mention Drop-in Opportunities at all
J. Staffing Requirements
<ul style="list-style-type: none"> • Agrees to comply • Agrees to comply • Q: “...will coordinate with the Center for Excellence to complete certification in the Maine Peer Connect if made available and accessible in the contract timeline.” Has this been an issue in the past? • Agrees to comply • Agrees to comply
K. Staff Background Check Requirements
<ul style="list-style-type: none"> • Agrees to comply • Agrees to comply
L. Staff Training and Supervision
<ul style="list-style-type: none"> • N: Bidder states “within 30 days of receipt of an allocation letter” not 30 calendar days of the start of the initial period of performance, which could be very different dates • Agrees to comply
M. Performance Measures
<ul style="list-style-type: none"> • N: Bidder now makes it clear they do not actually agree to using the Maine Peer Evaluation Tool and/or the Youth Satisfaction Survey
N. Reports
<ul style="list-style-type: none"> • Agrees to comply with reporting
2. Staffing
<ul style="list-style-type: none"> • Attachment 7 provided and adequate • Minimal response, but adequate • Attachment 8 provided and adequate
3. Implementation - Work Plan
<ul style="list-style-type: none"> • Attachment 9 provided and adequate
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
	<ul style="list-style-type: none"> • Bidder indicates 60 years’ nonprofit experience. • Bidder notes Maïen Crisis Line & 211 Maine • TOA is a CAA and involved in MYAN and G2O initiatives • TOA’s Youth Programs team is launching a pilot peer navigator program for high school students. • 3 Projects – Maine Youth Action Netowrk (MYAN), Children’s Behavioral Health Home, Gateway to Opportunity (G2O)
2. Subcontractors	
	<ul style="list-style-type: none"> • Maine Recovery Access Project (ME-RAP) • Cutler Institute (USM) • OUT Maine • Detailed descriptions provided of each
3. Organizational Chart	
	<ul style="list-style-type: none"> • Bidder met
4. Litigation	
	<ul style="list-style-type: none"> • Bidder met
5. Financial Viability	
	<ul style="list-style-type: none"> • Bidder met
6. Certificate of Insurance	
	<ul style="list-style-type: none"> • Bidder met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

Part IV, Section III. Proposed Services
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Bidder provided detailed response with footnotes. • Bidder indicates services to be provided by Building Resiliency & Inclusive Communities (BRIC) which will be incorporated into the Maine Youth Leadership & Development Council. • I - Bidder indicates Peer Navigators will assist with transportation, travel stipend for youth, and work to identify volunteer driving corps. • Bidder provided detail with research/data and footnotes. • Bidder indicates that geographic locations for regional place-based opportunities will not be established without input of Youth; a youth-driven assessment during initial implementation period to establish permanent community hubs. • Bidder indicates MYLDC partners currently hold programming statewide. • Bidder indicates pop-up programming planned for more rural locations. • Bidder indicates use of WhatsApp messaging and Maine Youth Connect mentoring features. • Bidder indicates permanent site partnership formed pending the outcome of the youth-led assessment. • Bidder agrees
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Bidder indicates provide Dept. relevant policies/procedures re: eligibility. • A-d not specifically addressed • Bidder indicates will perform a.i. • Bidder appeared to only mention b. ix, specifically. b.iv. and bv partially. • Bidder provided detailed response. • Bidder proposes digital membership card. • Bidder indicates linking to Maine Youth Connect platform.
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Bidder indicates sites will be open for drop-in engagements average of 5-10 hours per week. • Bidder indicates digital membership card will capture community programming engagement. • Bidder provided detailed response.
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • Detailed response. • I – Bidder indicates micro-credential learning opportunities will be explored.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- Bidder indicates will exceed required 440 hours.
- Detailed response; challenging to determine if a through d was being addressed. Bidder indicates described in greater detail section G8, partner organization with expertise in youth leadership, equity, advocacy, and recovery will be included as guest presenter.
- ?

E. Youth Advisory Board

- I – Bidder indicates boards will work to develop at least one youth-directed community benefit project and one advocacy campaign per cycle.
- I – Bidder indicates statewide advisory board will participate annually in Advocacy Day at the Maine Statehouse with additional peer leader members invited to join

F. Communication and Outreach Activities

- P - Program staff will support any participants without access to a smart phone or school-issued tablet to access a reliable communication device.
- Bidder's response lacks detail.
- Bidder's response lacks detail

G. General Requirements

- Bidder agrees and provided explanation.
- ?
- Bidder response lacks detail.
- ? How will the feedback loops operate?
- ? Will the YSS be administered quarterly?
- ? How does the continuous feedback strategy work?
- Bidder strongly encourages Dept to consider training for adult members of the steering committees.
- Bidder refers to section G8.
- Bidder indicates will develop.
- Bidder provided detailed response.

H. Information Technology Requirements

- Bidder indicates will develop and maintain.
- Bidder provided explanation that covers a through e.
- Bidder indicates formal interpreter services included in the budget.
- Bidder indicates will ensure.
- Bidder agrees.
- Bidder indicated will ensure.
- Bidder agrees.

I. Data Collection and Quality Assurance Requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

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BIDDER NAME: TOA

DATE: 12/7/2024

EVALUATOR NAME: Christa Elwell

EVALUATOR DEPARTMENT: DHHS OCFS

- Bidder provided response.
- Bidder indicates use of Artic Wolf (complex cybersecurity platform)
- Bidder indicates strong track record of compliance with state/federal laws in this area.
- Bidder indicates currently complies and will continue to do so.
- Bidder indicates will comply.
- Bidder provided response that includes three steps.
- Bidder indicates will communicate unduplicated data on youth participants in all activities.

J. Staffing Requirements

- Bidder indicates staffing plan depicted in Attachment 8.
- Bidder indicates project lead a through d.
- Bidder indicates will prioritize a wide range of lived experiences and expertise for any supervisory role within the programming.
- Bidder indicates will ensure..

K. Staff Background Check Requirements

- Bidder indicates hold multiple DHHS contracts and complies will all Rider D requirements of each.
- Bidder indicates ensures.

L. Staff Training and Supervision

- I – Bidder indicates part of each regional team’s work will review and rewrite SAMHSA core competencies so they are appropriate for the unique context of youth work and relevant to their own experiences within the program.
- Provider agrees.

M. Performance Measures

- Bidder indicates extensive history of meeting and exceeding performance deliverables associated with Dept.-funded programming.

N. Reports

- Bidder indicates has extensive history of providing ad-hoc reports, monthly in-person updates, and additional evaluation data of program efficacy as requested by the Department

2. Staffing

- Program Director
- Program Manager
- Administrative Coordinator
- Resource & Networking Coordinator
- Regional Coordinator x 3
- Peer Navigator x 15

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS OCFS

- Provided description.
- Bidder provided org chart with hours and FTEs.
- Bidder indicates each region 5 Peer Navigators Per Diem 15-20 hours.

3. Implementation - Work Plan

- Bidder included timeline chart.

Part IV, Section IV. Cost Proposal and Budget Narrative

- Bidder indicates proposed cost = \$3,741,872
- Bidder provided detailed narrative
- Budget Form 5 and Form 5a detailed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/10/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> • Met requirement Partner with Maine Youth Action Network (MYAN) & Gateway to Opportunity (G2O) initiatives. • 60 years of experience
2. Subcontractors	<ul style="list-style-type: none"> • Met – Plan to use three
3. Organizational Chart	<ul style="list-style-type: none"> • Met requirement
4. Litigation	<ul style="list-style-type: none"> • No Litigations
5. Financial Viability	<ul style="list-style-type: none"> • Met requirement
6. Certificate of Insurance	<ul style="list-style-type: none"> • Met Requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/10/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

Part IV, Section III. Proposed Services
1. Services to be Provided
Part II
A. Facility Standards and Operational Requirements
<ul style="list-style-type: none"> • Q – Does not note specific locations. • Council partners currently host youth programming in (but not limited to) Portland, Lewiston, Augusta, Bangor, Presque Isle, and Machias. • Bidder talks about the Building Resiliency & Inclusive Communities (BRIC) program • Participants will be supported with transportation • Q – Bidder stated - Pending the outcome of the youth-led assessment and provided evenings and/or weekend availability is feasible. What is meant by feasible? • Met Requirement
B. Youth Eligibility and Intake Requirements
<ul style="list-style-type: none"> • Bidder does not mention checking health insurance and plan for those youth (besides referred to alternate programing) • Bidder does not mention youth self-identifying as having a SED or SMI. • Bidder did not note all of the different intake forms requested in RFP. • Bidder states youth will receive a digital membership card (also notes options for youth that do not have a smartphone) • Bidder proposes to adopt the High5Test as a strengths-based screen tool
C. YPSSN Services for Youth
<ul style="list-style-type: none"> • Bidder states that all sites will be open for drop-in engagements an average of 5-10 hours per week. • Bidder stated that all individuals accessing community spaces will first participate in a robust orientation and introductory period to support their understanding of community norms including those around belonging and respect. • Bidder does not mention Maine Evaluation Tool
D. Workshops, Educational and/or Social Events
<ul style="list-style-type: none"> • Met Requirement • Bidder plans to exceed the 440 hour minimum for annual programming statewide. • Bidder plans to have Advisory board explore the UMaine Microcredential process and be encouraged to pursue completion of the Education Design Lab’s 21st Century skills badge offerings. • Met Requirement • Met Requirement
E. Youth Advisory Board
<ul style="list-style-type: none"> • Met Requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/10/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

- Bidder states that each cycle the board will complete a Source of Strength and culturally competent Youth Mental Health First Aid training.

F. Communication and Outreach Activities

- Q – Options for youth without internet access all appear to be connecting with internet.
- Met Requirement
- Q – not sure if met (do not see mention of the (1) Youth Peer Support Specialist that would have oversight)

G. General Requirements

- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Bidder states the young people may find the tool to be intrusive and lengthy.
- Bidder states they would like the opportunity to discuss alternative means of incorporating a research-informed assessment tool.
- Bidder plans to subcontract and partner with youth-partnering organizations for Technical assistance. (The Maine Recovery Access project/ Catherine Cutler Institute at the University of Southern Maine, OUT Maine and Maine Youth Action Network)

H. Information Technology Requirements

- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

I. Data Collection and Quality Assurance Requirements

- Bidder reports using Microsoft Office 365 suite of application for collection and reporting of program data
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement
- Met Requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/10/2024

EVALUATOR NAME: Katherine Kasheta

EVALUATOR DEPARTMENT: OBH/CBHS

<ul style="list-style-type: none"> • Met Requirement
J. Staffing Requirements
<ul style="list-style-type: none"> • Met Requirement • Met Requirement • Met Requirement • Met Requirement
K. Staff Background Check Requirements
<ul style="list-style-type: none"> • Met Requirement • Met Requirement
L. Staff Training and Supervision
<ul style="list-style-type: none"> • Bidder states the program will prioritize a healing-centered approach and train staff accordingly. • Bidder states that Trauma-informed care is often viewed as incomplete by people who have experienced trauma. • Bidder plans to subcontract with several youth-partnering organizations holding expertise in training around work with you who are members of current and historically marginalized communities. • Bidder reports that each regional team will review and rewrite the SAMHSA core competencies so they are appropriate for the unique context of youth work . • Met Requirement
M. Performance Measures
<ul style="list-style-type: none"> • I – Bidder would like the Department to consider alternative metrics and research-informed tools in lieu of MPET and Youth Satisfaction survey.
N. Reports
<ul style="list-style-type: none"> • Met Requirement
2. Staffing
<ul style="list-style-type: none"> • For Project Manager Bidder does not state Bachelors and supervisory experience. Bidder does not mention life experience • No evidence of. • Bidder provided staffing chart which included hours staff would work.
3. Implementation - Work Plan
<ul style="list-style-type: none"> • Met Requirement

Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

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

Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	<ul style="list-style-type: none"> I-Serve more than 24,000 people annually statewide; Youth Programs Division (MYAN, G2O) for 30+ years
2. Subcontractors	<ul style="list-style-type: none"> Bidder intends to utilize 3 subcontractors
3. Organizational Chart	<ul style="list-style-type: none"> Bidder met requirement
4. Litigation	<ul style="list-style-type: none"> N/A
5. Financial Viability	<ul style="list-style-type: none"> Bidder provided 3 years of financial statements
6. Certificate of Insurance	<ul style="list-style-type: none"> Bidder met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- P-Bidder proposes to expand existing Youth Programs Division, host partners in Portland, Lewiston, Augusta, Bangor, Presque Isle, and Machias
- I-Transportation will be provided to access regional sites
- Bidder met requirement

B. Youth Eligibility and Intake Requirements

- Bidder has identified plan
- N-Bidder did not address use of appropriate intake and tracking tools outside of grievance procedures and confidentiality agreement
- I- Bidder proposes to adopt the High5Test; digital and hardcopy membership card to access community events and Maine Youth Connect

C. YPSSN Services for Youth

- Bidder has identified implementation plan
- N-Bidder did not address: i. – Administering the Department-approved Maine Peer Evaluation Tool to Youth receiving one-to-one Youth Peer Support along with subheadings (i., ii., iii.)

D. Workshops, Educational and/or Social Events

- P-Bidder will offer micro-credentialling and certificate opportunities
- N-Bidder did not address utilizing Youth Satisfaction Survey and Maine Peer Evaluation Tool to develop workshops
- Bidder will coordinate a mix of opportunities that exceed minimum 440 hour expectation
- Bidder met requirement
- Bidder met requirement

E. Youth Advisory Board

- P-Bidder will offer virtual and in-person meetings bi-monthly
- Bidder met requirement

F. Communication and Outreach Activities

- Bidder has identified a plan for implementation
- Bidder met requirement
- Bidder has outlined plan for implementation

G. General Requirement

- Bidder has identified plan for implementation
- Q-Drop-in in rural areas of Region II and III

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

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BIDDER NAME: TOA

DATE: 12/06/2024

EVALUATOR NAME: Ellie Larrabee

EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

- Bidder met requirements
- P-Bidder will partner with youth for continuous feedback loops to ensure quality
- Bidder has identified plan for implementation
- Q-Adult-centered spaces and youth
- Bidder met requirement
- I-Bidder will utilize sub-contractors in appendix D for this service

H. Information Technology Requirements

- Bidder met requirement
- Bidder met requirement
- Bidder will provide formal interpreter services
- Bidder met requirement
- Bidder met requirement
- Bidder met requirement
- Bidder met requirement
- I-Bidder will utilize Microsoft Office 365 suite for data collection and reporting
- P-Bidder utilizes Artic Wolf for cybersecurity
- Bidder met requirement
- Bidder met requirement
- Bidder met requirement
- I-Bidder will recruit and hire all staff upon notification of award
- Bidder met requirement

I. Staffing Requirements

- Bidder has developed staffing plan (attachment #8)
- Bidder has identified a project lead plan (attachments #7 and #8)
- P-Bidder will coordinate with the Center for Excellence to complete and maintain appropriate certifications
- P-Bidder will coordinate with the Center for Excellence to complete and maintain appropriate certifications

J. Staff Background Check Requirements

- Bidder met requirement
- Bidder met requirement

K. Staff Training and Supervision

- P-Bidder will prioritize a healing-centered approach and train staff accordingly
- Bidder met requirement

L. Performance Measures

- Bidder met requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

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EVALUATOR DEPARTMENT: DHHS/OBH/CBHS

M. Reports
<ul style="list-style-type: none">• Bidder met requirement
2. Staffing
<ul style="list-style-type: none">• Bidder met requirement (attachment #7)• Bidder will oversee sub-contracting• Bidder met requirement (attachment #8)
3. Implementation - Work Plan
<ul style="list-style-type: none">• Bidder met requirement (attachment #9)
Part IV, Section IV. Cost Proposal and Budget Narrative
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/08/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

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Individual Evaluator Comments:

Part IV. Section II. Organizational Qualification and Experience	
1. Overview of the Organization	
<ul style="list-style-type: none">• Serves more than 24,000 people annually• Two additional programs field an additional 200,000 calls statewide annually• 60 years of experience• Youth Program Division (MYAN, Gateway Opportunity initiatives)• 30 years of programming for youth leadership• Youth Leadership Engagement contract with CDC since 2016, with in house team and subcontractors engage with more than 5000 youth and 9000 adults annually• On track to hire 60 youth workers 12 near-peer mentors across the state in 2025• TOA is a Community Action Agency• Project One- MYAN provides youth development training, technical assistance and primary prevention programming for young people.• Project Two- Children's BHH- serves children ages 0-20 who have a diagnosed mental health disorder.• Project Three- Gateway to Opportunity at the MYAN- a 6 week workforce development model	
2. Subcontractors	
<ul style="list-style-type: none">• Maine Recovery Access Project- it is not clear what they will be doing as part of the YPSSN to me.• Catherine Cutler Institute- It is not clear what they will be doing as part of the YPSSN to me• OUT Maine- It is not clear what they will be doing as part of the YPSSN to me.	
3. Organizational Chart	
<ul style="list-style-type: none">• The Org chart was provided along with the division org chart	

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

4. Litigation
<ul style="list-style-type: none">• none
5. Financial Viability
<ul style="list-style-type: none">• TOA provided Financial Statements from Berry Dunn for June 30, 2022 and 2021, June 30 2023 and 2022• Year ended Juen 30 2022 Auditor result indicated significant deficiency identified that are not considered to be material weaknesses• The Corrective action plan for June 30,2022 was filed and the estimated completion was 10/26/22
6. Certificate of Insurance
<ul style="list-style-type: none">• Yes, until 7/1/2025

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202410183

RFP TITLE: Youth Peer Support Statewide Network

BIDDER NAME: TOA

DATE: 12/08/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

Part IV, Section III. Proposed Services

1. Services to be Provided

Part II

A. Facility Standards and Operational Requirements

- In this section the bidder provided a description of Building Resilience and Inclusive Communities (BRIC) which they will use to provide YPSSN if chosen. It is a new initiative. It is grounded in a PYD approach
- Geographic locations will not be established without youth input.
- Will use existing youth program space during the needs assessment process.
- Youth programming is presently hosted in Portland, Lewiston, Augusta, Bangor, Presque Isle and Machias.
- a/b. Proposal does not indicate office hours Monday-Friday between 8am and 5pm excluding State holidays and administrative closing. It does say at minimum administrative access during standard office hours through one primary location and does not indicate where that location will be.
- c. bidder states place based programming will be designed within each region and support with transportation will be provided.
- d. bidder says pop up programming is planned for more rural locations and permanent community hubs for BRIC will be identified during the initial implementation period. It is not clear what that period of time will be.
- E. there was no specific talk in this section around minority populations.
- F. this is not clear to me.
- Bidder states they have an active insurance policy that exceeds the expectations outlined in the linked service agreement and can show proof of policy.

B. Youth Eligibility and Intake Requirements

- Upon notification of selection and within 30 days of receipt of an allocation letter, BRIC Program will provide the Dept with an opportunity to review and provide feedback on the relevant policies and procedures guiding eligibility.
- Referral through partner/provider referral or walk in interest- It is not clear how youth in the most rural areas will be able to self-refer if walk in is the only option for them.
- It is not clear how bidder will handle if a youth does not have insurance or insurance that covers YPSSN.
- Bidder indicates again will share how these areas will be developed and implemented if selected and within 30 days of an allocation letter.
- Does state communication will be made with referred youth within 5 days
- Youth can learn more about programming during initial meeting

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Bidder states will provide this information upon notification of award and within 30 days of allocation letter being received.
- Discusses the 1:1 support and not other YPSSN supports
- Youth will be given a digital membership card to access community events
- Maine Youth Connect will which is a virtual mentoring platform and connects youth with others with shared interests.
- Will use existing Maine Youth Connect to structure 1:1 peer support- It is not clear how this will support the implementation of the face to face youth peer support component.

C. YPSSN Services for Youth

- Bidder indicates all programming is grounded in PYD
- Strength based approach
- Plan to use near peer partners
- Participation will be tracked through the mobile app and digital membership card and a QR code. For those without access they can provide their name
- All regional sites will be open for drop in 5-10 hours a week and this will allow a minimum of 105 hours a year
- Addressed that they would collaborate with eligible marginalized communities.

- Bidder indicates they will use the intentional peer support element
- Bidder does not indicate what model they are referring to when stating the core principles of respect, empathy, mutuality, collaboration and trust.
- Bidder also indicates the use of Developmental relationship framework as well as Peer Connect

D. Workshops, Educational and/or Social Events

- It is not indicated in this section that the YSS or MPET will be used to support the development of workshops that youth may be interested in.
- Discuss approach where community members share the formal roles of teachers and learners
- State they will exceed 440 hours
- Community members will be used as teachers and will provide workshops and educational events.
- Discussed advisory board members will explore UMaine Microcredential process.
- There are a lot of things planned that youth, and the advisory board will be doing. Was youth involved in the choice of these activities for the YPSSN?
- It was not clear what agencies would provide workshops in partnership with the YPSSN and how the topics would be chosen. It seemed that there were already guest presenter/topics identified and it was not clear if youth were involved in this decision making process.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Programming calendars will include quarterly educational adventures that will be offered in more rural areas of the State of Maine
- Will be aligned with youth interests, how will these interests be determined?

E. Youth Advisory Board

- MYAN will support BRIC Program to train staff to plan and implement 3 regional advisory boards grounded in PYD
- There will be clear descriptions of roles on the board
- Compensation will be provided for those who participates
- Each regional board will work to develop at least one youth directed community benefit project and one advocacy project per cycle. This sounds like pre-determined activities for the board and it is unclear how these were chosen and if youth were involved in the process and based on the definition of Youth Advisory Board on Page 6 of the RFP the youth come together and discuss challenges affecting them and their peers with shared lived experience.
- B-d are not addressed

F. Communication and Outreach Activities

- Bidder states will provide the communication plan upon notification of award and within 30 days of allocation letter being received.
- State word of mouth is the most effective communication strategy in youth engagement programs and youth are most likely to participate when invited by peers.
- Use a virtual community through WhatsApp

- All aspects of programming reflect a partnership model, sharing power appropriately between program staff and peer leaders.
- Young people will be encouraged to participate in social media engagement and content.

- This response does not seem to indicate that a minimum of one YPSS will be responsible for oversight of key components of the communication plan

G. General Requirements

- Indicate program staff and peer leaders will partner to ensure these values are incorporated into all aspects of programming.
- SOC principles were not addressed in this section
- Talk about near peer relationships being strongest provider of useful information
- Many opportunities of different types will be offered for youth to share their experiences.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Will have a continuous feedback loop
- Will use exit tickets and or youth surveys as a tool
- Will use YSS
- BRIC will incorporate a continuous feedback strategy at all levels of programming, including with youth participants.
- Will initially facilitate a youth participatory action research process to explore where more permanent community hubs should be located.
- Encourages the Department to consider training for adult participants of these steering committees or other adult-centered spaces prior to inviting youth.
- BRIC will develop a process for introducing the MPET to staff and engage youth
- Feel may not be easy to engage youth in this element of programming.
- Would welcome an opportunity to discuss alternative means of incorporating a research informed assessment tool that focuses on the strengthening of social capital networks and social emotional competencies.
- Training will be offered for free virtually and in person at central locations
- Will use subcontractors to support training needs
- Since 2016 MYAN has offered free professional development training.
- Support nearly 3000 adults each year with training

H. Information Technology Requirements

- Will maintain a standalone website
- Once up and running will engage the statewide and regional advisory boards and peer leaders in the process as well.
- No affiliation at the Department's request
- Will comply with ADA
- Will include information requested
- Formal interpreter services will be included in the budget and informal support services will be incorporated into programming
- TOA will ensure this is adhered to.
- BPIC will seek Dept approval to share any data regarding website usage
- Indicate that youth are encouraged to participate in content generation process uet will not be well positioned to generate new and engaging content
- Will ensure this occurs
- Will not link to TikTok or any other service known to be developed and/or provided by ByteDance Limited.

I. Data Collection and Quality Assurance Requirements

**STATE OF MAINE
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DATE: 12/08/24

EVALUATOR NAME: Alice Preble

EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Bidder uses Microsoft office 265 suite for collection and reporting of program data.
- BRIC Program will use digital membership platform to capture youth engagement at all community events including in person and virtual.
- In 2024 TOA secured a complex cybersecurity platform called Artic Wolf.
- Platform includes vulnerability scanning and penetration testing.
- TOA is willing to comply
- Presently complies and will continue to do so
- Upon notification of selection and within 90 days of receipt of allocation letter this will be provided.
- Upon notification of award the program will recruit and hire all required staff
- Will begin work on the grant once fully staffed and operational
- Program team will meet every 3 months to review the previous 3 months work.
- Program proposed a quarterly review process
- It is not clear if a QAP will be submitted or operationalize a specific approach.

J. Staffing Requirements

- One program director
- A dedicated administrative coordinator
- 15 peer navigators working as PSS
- It is not clear what the hours will be based on the response in this section
- Will ensure this position meets requirements a-d
- State will prioritize a wide range of lived experiences and expertise for any role. Does this mean prioritize and if cannot find will hire someone without?
- Will ensure a wide range of lived experience.

K. Staff Background Check Requirements

- Complies with all Rider D requirements of other Department contracts for any persons over the age of 18.
- All staff over 18 maintain current certification specific to the state's mandated reporter training.

L. Staff Training and Supervision

- Upon notification of selection and within 30 days of receipt of allocation letter, will initiate a training and supervision plan for staff.
- Will enroll and complete Peer Connect training courses
- Will prioritize a healing centered approach
- Is the bidder saying they will not provide trauma informed care training as they state it is often viewed as incomplete by people who have experienced trauma and consistently fails to address the systemic roots of any given trauma.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DHHS/CBHS/OBH

- Does not state it will be documented but that relevant to the funded work it will be available. How will it be tracked?

M. Performance Measures

- Bidder would like to discuss alternative metrics and research informed tools other than the MPET and YSS

N. Reports

- Will complete

2. Staffing

- Program Director
- Program Manager
- Administrative Coordinator
- Resource and networking coordinator
- Regional Coordinatorsx3- (YPS Supervisors?)
- Peer navigators x 15 (YPSS)
- It is not clear what process will be put in place to ensure that the subcontractor are providing what they have agreed to provide.
- Provided

3. Implementation - Work Plan

- Provided and describes the work to be done.

Part IV, Section IV. Cost Proposal and Budget Narrative

-



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 2024010183
RFP TITLE: Youth Peer Support Statewide Network

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

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

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

I understand 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.

Signed by:
Dondi Dexter
0015E4A0EDF048F...
Signature

Dec-02-2024
Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 2024010183
RFP TITLE: Youth Peer Support Statewide Network

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

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

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Signed by:
Christa Elwell
4E2804DAF6E746E...
Signature

Dec-03-2024
Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 2024010183
RFP TITLE: Youth Peer Support Statewide Network

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

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

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

I understand 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.

Signed by:

Katherine Kasheta

DF77AA180BA8406...

Signature

Dec-03-2024

Date



**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

**Janet T. Mills
Governor**

**Sara Gagné-Holmes
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 2024010183
RFP TITLE: Youth Peer Support Statewide Network**


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

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I 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.

DocuSigned by:

Signature

Dec-02-2024
Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 2024010183
RFP TITLE: Youth Peer Support Statewide Network

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

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I 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.

Signed by:

Alice.Preble@maine.gov

000E417E06EE403...

Signature

Dec-03-2024

Date