



**STATE OF MAINE
COMMISSION ON PUBLIC DEFENSE
SERVICES**

**Janet T. Mills
Governor**

**Jim Billings
Executive Director**

AWARD NOTIFICATION LETTER

March 18, 2025

Roisman Law, LLC
505 W. 12th Street, Suite 200-M
Austin, TX 78701

SUBJECT: Notice of Conditional Contract Award under RFP # 202501006,
Strengthening Youth Defense Consultant

Dear Attorney Roisman,

This letter is in regard to the subject Request for Proposals (RFP), issued by the Maine Commission on Public Defense Services for Strengthening Youth Defense Consultant. 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:

- Roisman Law, LLC

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

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

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

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

Sincerely,

Signed by:

7827810FEAB149F...

Darcy R. Fisher
Training Director
Maine Commission on Public Defense Services
darcy.fisher@maine.gov

STATEMENT OF APPEAL RIGHTS

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

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant
BIDDER: Roisman Law, LLC
DATE: March 18, 2025

SUMMARY PAGE

Department Name: Maine Commission on Public Defense Services
Name of RFP Coordinator: Darcy Fisher
Names of Evaluators: Darcy Fisher and Ellie Maciag

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
The Consultant must be an attorney licensed to practice law in good standing in at least one state in the United States.	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	N/A
Section III. Proposed Services	55	N/A
Section IV. Cost Proposal	25	N/A
<u>Total Points</u>	<u>100</u>	<u>N/A</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant
BIDDER: Roisman Law, LLC
DATE: March 18, 2025

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:
Bidder provided certificate of good standing from the State Bar of Texas.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant
BIDDER: Roisman Law, LLC
DATE: March 18, 2025

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	20	N/A

Evaluation Team Comments:

The proposal being reviewed is the only one that was submitted in response to this RFP. Team thinks that Bidder is qualified and has a diversity of experience which would benefit this project. Bidder has also connected with local professionals who can assist Bidder in the performance of their work. Bidder plans to subcontract with the Clinics at Maine Law and the Catherine Cutler Institute.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant
BIDDER: Roisman Law, LLC
DATE: March 18, 2025

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	55	N/A

Evaluation Team Comments:

The proposal being reviewed is the only one that was submitted in response to this RFP. Bidder proposes to complete the tasks outlined in the RFP, including reviewing juvenile cases, conducting surveys, proposing improvements to the standards of practice, and assisting with trainings.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant
BIDDER: Roisman Law, LLC
DATE: March 18, 2025

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	25 points	=	N/A

Evaluation Team Comments:

The proposal being reviewed is the only one that was submitted in response to this RFP. The cost is reasonable and within the federal grant budget which has been approved by the United States Department of Justice Office of Juvenile Justice & Delinquency Prevention.



**STATE OF MAINE
Commission on Public Defense Services**

**Janet T. Mills
Governor**

**Jim Billings
Executive Director**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant**

I, Ellie Maciag, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the Maine Commission on Public Defense 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.

DocuSigned by:
Eleanor Maciag
E2256DD63CF745A
Signature

3/18/2025
Date



STATE OF MAINE
Commission on Public Defense Services

Janet T. Mills
Governor

Jim Billings
Executive Director

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202501006
RFP TITLE: Strengthening Youth Defense Consultant

I, Darcy Fisher, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the Maine Commission on Public Defense 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:

Darcy Fisher
7827810FFAB149F

3/18/2025

Signature

Date