

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

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

<b>SCORESHEET FOR RFA# 202005093: Adult Education Continuity of Services Grant</b>									
<b>PROPOSAL SUBMITTED BY:</b>		<b>AOS #96</b>		<b>RSU #29</b>		<b>Bangor School Department</b>		<b>RSU 54 (Adult Education)</b>	
<b>COST:</b>		<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,333.00</b>
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>								
Qualifications of the Applicant	35	30		35		30		32	
Project Process and Communication	35	33		35		30		35	
Project Team Selection	15	15		15		15		15	
Project Budget	15	15		15		14		14	
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>93</u></b>		<b><u>100</u></b>		<b><u>89</u></b>		<b><u>96</u></b>	
<b>PROPOSAL SUBMITTED BY:</b>		<b>RSU 38 Adult Education</b>		<b>Lewiston Public Schools</b>		<b>Five Towns CSD</b>		<b>MSAD 61</b>	
<b>COST:</b>		<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,333.00</b>	<b>Cost:</b>	<b>\$33,000.00</b>
<b>EVALUATION ITEM</b>	<b>POINTS AVAIL.</b>								
Qualifications of the Applicant	35	30		35		35		33	
Project Process and Communication	35	30		35		35		35	
Project Team Selection	15	13		15		15		15	
Project Budget	15	14		15		15		13	
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>87</u></b>		<b><u>100</u></b>		<b><u>100</u></b>		<b><u>96</u></b>	

**SCORESHEET FOR RFA# 202005093: Adult Education Continuity of Services Grant**

PROPOSAL SUBMITTED BY:		York County Maine Adult Education				
COST:		Cost:	\$33,333.00	Cost:		Cost:
EVALUATION ITEM	POINTS AVAIL.					
Qualifications of the Applicant	35	35	(xx)	(xx)	(xx)	
Project Process and Communication	35	35	(xx)	(xx)	(xx)	
Project Team Selection	15	14	(xx)	(xx)	(xx)	
Project Budget	15	14				
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>98</u></b>	<b><u>(xx)</u></b>	<b><u>(xx)</u></b>	<b><u>(xx)</u></b>	
PROPOSAL SUBMITTED BY:						
COST:		Cost:		Cost:		Cost:
EVALUATION ITEM	POINTS AVAIL.					
Qualifications of the Applicant	35	(xx)	(xx)	(xx)	(xx)	
Project Process and Communication	35	(xx)	(xx)	(xx)	(xx)	
Project Team Selection	15	(xx)	(xx)	(xx)	(xx)	
Project Budget	15					
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>(xx)</u></b>	<b><u>(xx)</u></b>	<b><u>(xx)</u></b>	<b><u>(xx)</u></b>	

**Award Justification Statement**  
**RFA# 202005093 Adult Education Continuity of Services Grant**

**I. Summary**

For Fiscal Year 2021, the Department of Education, Office of Adult Education will be making grants of \$33,333.00 to each of the nine Maine Adult Education and Career Development Hubs (Hubs) for the purpose of building a regional response system that can continue to deliver instruction, provide student services, and support instructors and staff when there is a disruption to onsite education. Grantees will develop a **Continuity of Services Plan** with a goal of serving 60% of their adult learners if their onsite services are disrupted due to external or internal circumstances. The continuity of services plan format will be developed in consultation with the Department and will include at least the following elements: communication, staff and student training, curriculum development for remote instruction, infrastructure improvements, processes and procedures for before, during, and after a disruption, and implementation and evaluation.

**II. Evaluation Process**

The evaluation team consisted of members of the Adult Education team at the Department of Education: Gail Senese, State Director, Megan Dichter, Workforce Development Coordinator, Kelley Heath, Data and High School Equivalency Coordinator, and Amy Poland, Professional Development Coordinator and Distance Learning Coordinator. The team has experience with all aspects of adult education services, including instruction, advising, workforce development, distance learning, and program administration.

**III. Qualifications & Experience**

All applicants identified their ability to develop a continuity of services plan through their qualifications in delivering adult education services (academic, advising, workforce training), experience in remote and distance learning, and expertise of teams that represent diverse program roles.

**IV. Proposed Services**

Applicants will develop a continuity of services plan. Those with higher scores demonstrated that they are approaching the process as a hub, outlined specific preliminary steps they have completed, and described a process and communication plan that considered staff input at all levels.

**V. Cost Proposal**

Each of the nine grantees is receiving the same award, \$33,333.00. Submitted budgets were reasonable.

**VI. Conclusion**

Awards were granted to all applicants. Those with higher scores used data and outlined specific examples for their abilities to deliver services as a regional hub and specific steps for carrying out the contract deliverables.

**From:** [Poland, Amy](#)  
**To:** [jane.blackwood](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:34:51 AM  
**Attachments:** [RFA202005093 Award Letter\\_AOS96.pdf](#)

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Dear Jane,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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Governor**

**A. Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Jane Blackwood  
AOS #96  
Washington County Adult Education  
6 Colonial Way  
Machias, ME 04654

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Jane:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

- AOS 96
- RSU 29
- Bangor School Department
- RSU 54 (Adult Education)
- RSU 38 Adult Education
- Lewiston Public Schools
- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Scott K. Porter, Superintendent of Schools

## **STATEMENT OF APPEAL RIGHTS**

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

**From:** [Poland, Amy](#)  
**To:** [gleavitt@bangorschools.net](mailto:gleavitt@bangorschools.net); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:37:28 AM  
**Attachments:** [RFA202005093 Award Letter Bangor.pdf](#)

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Dear Greg,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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Commissioner**

**Janet T. Mills  
Governor**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Greg Leavitt  
Bangor School Department  
Bangor Adult and Community Education  
885 Broadway  
Bangor, ME 04401

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Greg:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

- AOS 96
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- Bangor School Department
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- RSU 38 Adult Education
- Lewiston Public Schools
- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, 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.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Dr. Betsy Webb, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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**From:** [Poland, Amy](#)  
**To:** [david.watts@fivetowns.net](mailto:david.watts@fivetowns.net); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:41:43 AM  
**Attachments:** [RFA202005093 Award Letter FiveTowns.pdf](#)

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Dear David,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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**A. Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 13, 2020

David Watts  
Five Towns CSD Adult Education  
25 Keelson Drive  
Camden, ME 04843

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear David:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Maria Libby, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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**From:** [Poland, Amy](#)  
**To:** [wgrant@lewistonpublicschools.org](mailto:wgrant@lewistonpublicschools.org); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:40:51 AM  
**Attachments:** [RFA202005093 Award Letter Lewiston.pdf](#)

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Dear Bill,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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Commissioner**

**Janet T. Mills  
Governor**

**AWARD NOTIFICATION LETTER**

July 13, 2020

William Grant  
Lewiston Public Schools  
Lewiston Adult Education  
156 East Avenue  
Lewiston, ME 04240

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Bill:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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- York County Maine Adult Education

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Todd Finn, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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**From:** [Poland, Amy](#)  
**To:** [Madelyn Litz](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:43:12 AM  
**Attachments:** [RFA202005093 Award Letter MSAD61.pdf](#)

---

Dear Madelyn,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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Commissioner**

**Janet T. Mills  
Governor**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Madelyn Litz  
MSAD 61  
Lake Region & Fryeburg Area Adult Education  
1881 Roosevelt Trail  
Naples, ME 04055

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Madelyn:

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Alan R. Smith, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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**From:** [Poland, Amy](#)  
**To:** [Joe Fagnant](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:36:26 AM  
**Attachments:** [RFA202005093 Award Letter\\_RSU29.pdf](#)

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Dear Joe,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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**A. Pender Makin  
Commissioner**

**Janet T. Mills  
Governor**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Joe Fagnant  
RSU 29  
Houlton/Hodgdon Adult & Community Education  
18 Military Street  
Houlton, ME 04730

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Joe:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Ellen Halliday, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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**From:** [Poland, Amy](#)  
**To:** [steve\\_vose@maranacook.com](mailto:steve_vose@maranacook.com); [Monique Roy](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:39:32 AM  
**Attachments:** [RFA202005093 Award Letter\\_RSU38.pdf](#)

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Dear Steve and Monique,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Steve Vose  
RSU 38 Adult Education  
45 Millard Harrison Drive  
Readfield, ME 04355

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Steve:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

- AOS 96
- RSU 29
- Bangor School Department
- RSU 54 (Adult Education)
- RSU 38 Adult Education
- Lewiston Public Schools
- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Monique Roy, Director, Augusta Adult Education

## **STATEMENT OF APPEAL RIGHTS**

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

**From:** [Poland, Amy](#)  
**To:** [Jeremy Lehan](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:38:28 AM  
**Attachments:** [RFA202005093 Award Letter\\_RSU54.pdf](#)

---

Dear Jeremy,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Jeremy Lehan  
RSU 54 Adult Education  
61 Academy Circle  
Skowhegan, ME 04976

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Jeremy:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

- AOS 96
- RSU 29
- Bangor School Department
- RSU 54 (Adult Education)
- RSU 38 Adult Education
- Lewiston Public Schools
- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, 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).

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@maine.gov)

Cc: Brent Colbry, Superintendent

## **STATEMENT OF APPEAL RIGHTS**

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

**From:** [Poland, Amy](#)  
**To:** [Lisa Robertson](#); [Senese, Gail](#)  
**Cc:** [Poland, Amy](#)  
**Subject:** RFA 202005093 Adult Education Continuity of Services Grant  
**Date:** Monday, July 13, 2020 9:44:32 AM  
**Attachments:** [RFA202005093 Award Letter\\_York.pdf](#)

---

Dear Lisa,

Attached is notification of the RFA 202005093 Adult Education Continuity of Services Grant conditional contract awards. The Department will be contacting the awarded applicants this week to discuss the next steps.

Thank you for your commitment to adult education in your service area.

Best,

Amy

Amy L. Poland  
Professional Development Coordinator  
Office of Adult Education  
State of Maine | Department of Education  
Office: (207)624-6780  
[amy.poland@maine.gov](mailto:amy.poland@maine.gov)



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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

July 13, 2020

Lisa Robertson  
York County Maine Adult Education  
30 Organug Road  
York, ME 03909

**SUBJECT:** Notice of Conditional Contract Awards under RFP #202005093,  
Adult Education Continuity of Services Grant

Dear Lisa:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for Adult Education Continuity of Services Grant. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

- AOS 96
- RSU 29
- Bangor School Department
- RSU 54 (Adult Education)
- RSU 38 Adult Education
- Lewiston Public Schools
- Five Towns CSD
- MSAD 61
- York County Maine Adult Education

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, 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.

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

Sincerely,

A handwritten signature in cursive script that reads "Gail Senese".

Gail Senese, Ph.D.  
State Director  
Office of Adult Education  
(207) 624-6755  
[gail.sense@maine.gov](mailto:gail.sense@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, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** AOS #96  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>30</b>
Project Process and Communication	(Max: 35 Points)	<b>33</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>15</b>
<b>TOTAL POINTS</b>		<b>93</b>



\*\*\*\*\*

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

**Total Points Available:** 100                    **Score:**   93  

\*\*\*\*\*

**Evaluation Team Comments:**

- 1. *Applicant Qualifications*    **Total Points Available:** 35                    **Points Awarded:** 30
  - What are some examples of non-technology resources for remote learning?
  - Good team approach
  -
  
- 2. *Project Process and Communication*    **Total Points Available:** 35                    **Points Awarded:** 33
  - Schoology group is a good idea
  - Inclusive approach and consideration of equity
  - Like the addition of marketing plan
  
- 3. *Project Team*    **Total Points Available:** 15                    **Points Awarded:** 15
  - Range of roles and experiences and academic/workforce programming
  - 
  -
  
- 4. *Project Budget*    **Total Points Available:** 15                    **Points Awarded:** 15
  - Is the \$2500 for review and selection of curriculum or is this to purchase?
  - Consider sustainability for postage
  - Appreciate the in-kind salaries
  - Will you adjust the number of devices based on the devices received from DOE?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** RSU #29  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>35</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>15</b>
<b>TOTAL POINTS</b>		<b>100</b>

\*\*\*\*\*

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

**Total Points Available: 100                      Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

- |   |                                   |                           |
|---|-----------------------------------|---------------------------|
| 1. <i>Applicant Qualifications</i>  | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Strong experience with distance and remote learning in all programming areas</li> <li>• Strong history of collaboration</li> <li>•</li> </ul>  |                                   |                           |
| 2. <i>Project Process and Communication</i>   | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Clear steps for communication</li> <li>• System developed</li> <li>•</li> </ul>  |                                   |                           |
| 3. <i>Project Team</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• Very experienced and representative team</li> <li>•</li> <li>•</li> </ul>  |                                   |                           |
| 4. <i>Project Budget</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• Clarify rooms and meals for state meetings? (State will cover the cost of lodging and meals for team members) Or for their Hub meetings?</li> <li>• Clarify CASAS license? Web test units?</li> <li>• Consider the sustainability of hot spots?</li> </ul> |                                   |                           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** Bangor School Department  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>30</b>
Project Process and Communication	(Max: 35 Points)	<b>30</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>14</b>
<b>TOTAL POINTS</b>		<b>89</b>

\*\*\*\*\*

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

**Total Points Available: 100                      Score: 89**

\*\*\*\*\*

**Evaluation Team Comments:**

- |  |                                   |                           |
|--|-----------------------------------|---------------------------|
| <b>1. Applicant Qualifications</b>   | <b>Total Points Available: 35</b> | <b>Points Awarded: 30</b> |
| <ul style="list-style-type: none"><li>• Workforce training?</li><li>• How did they determine the student deficits? Anecdotal?</li><li>• Experience with remote/distance learning?</li></ul>      |                                   |                           |
| <b>2. Project Process and Communication</b>  | <b>Total Points Available: 35</b> | <b>Points Awarded: 30</b> |
| <ul style="list-style-type: none"><li>• General steps—not much detail in communication approach</li><li>• Appreciated the increased meetings during pandemic</li><li>•</li></ul>                 |                                   |                           |
| <b>3. Project Team</b>   | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"><li>• Academic programming represented, but make sure workforce and administrative voice is included in planning</li><li>•</li><li>•</li></ul>                 |                                   |                           |
| <b>4. Project Budget</b>   | <b>Total Points Available: 15</b> | <b>Points Awarded: 14</b> |
| <ul style="list-style-type: none"><li>• \$2900—non-instructional supplies? For what?</li><li>• \$13,000 software licenses? For what areas? Workforce?</li><li>• Will they need travel?</li></ul> |                                   |                           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** RSU 54 (Adult Education)  
**DATE:** June 29, 2020

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>32</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>14</b>
<b>TOTAL POINTS</b>		<b>96</b>

\*\*\*\*\*  
**EVALUATION OF SECTION I**  
**Organization Qualifications and Experience**

**Total Points Available:** 100

**Score:** 96

\*\*\*\*\*  
**Evaluation Team Comments:**

1. *Applicant Qualifications* **Total Points Available: 35** **Points Awarded: 32**
  - More detail on experience of distance learning and remote learning—in Hub
  - Experience of team is strong
  -
  
2. *Project Process and Communication* **Total Points Available: 35** **Points Awarded: 35**
  - Meeting by content area
  - Started preliminary work—good questions
  - Liked the inclusion of students and other stakeholders—thinking about how to improve
  
3. *Project Team* **Total Points Available: 15** **Points Awarded: 15**
  - Strong experienced team—diversity of roles
  - 
  -
  
4. *Project Budget* **Total Points Available: 15** **Points Awarded: 14**
  - Will purchase of Chromebooks be adjusted with devices received from DOE?
  - Consider how they will sustain hot spots

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** RSU 38 Adult Education  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>30</b>
Project Process and Communication	(Max: 35 Points)	<b>30</b>
Project Team Selection	(Max: 15 Points)	<b>13</b>
Project Budget	(Max: 15 Points)	<b>14</b>
<b>TOTAL POINTS</b>		<b>87</b>



\*\*\*\*\*  
**EVALUATION OF SECTION I**  
**Organization Qualifications and Experience**

**Total Points Available: 100                  Score: 87**

\*\*\*\*\*

**Evaluation Team Comments:**

1. *Applicant Qualifications*                                  **Total Points Available: 35**          **Points Awarded: 30**
- More detail about how to facilitate student access to other Hub partners
  - More specifics about collaboration and shared resources
  - Inclusion of other programming other than academics?
2. *Project Process and Communication*                                  **Total Points Available: 35**          **Points Awarded: 30**
- Steps are very distance learning focused—PD and training
  - Collaboration in communication?
  - Like that the survey to be delivered in more than one modality
  - “Interface”— what does this mean?
3. *Project Team*    **Total Points Available: 15**          **Points Awarded: 13**
- Team includes primarily directors—we understand that your programs are small but reconsider your team to include people who are actively serving in advising, instructional, and support staff positions.
4. *Project Budget*    **Total Points Available: 15**          **Points Awarded: 14**
- Sustainability of LMS licensing fee? Wasn’t Brightspace already purchased?
  - Technology costs be adjusted due to state-supplied devices?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** Lewiston Public Schools  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>35</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>15</b>
<b>TOTAL POINTS</b>		<b>100</b>

\*\*\*\*\*

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

**Total Points Available: 100                      Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

- |   |                                   |                           |
|---|-----------------------------------|---------------------------|
| 1. <i>Applicant Qualifications</i>  | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Strong discussion of the regional services and collaboration</li> <li>• Specific examples of partnering on initiatives and with services</li> </ul>  |                                   |                           |
| 2. <i>Project Process and Communication</i>   | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Clear plan for communication</li> <li>• Outline of data collection process—sample size survey, specific research plans for this effort</li> <li>• Academic and workforce training addressed</li> </ul> |                                   |                           |
| 3. <i>Project Team</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• Diverse experience and areas of expertise</li> <li>• Nominated by directors</li> <li>•</li> </ul>  |                                   |                           |
| 4. <i>Project Budget</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• Travel? For Hub meetings?</li> <li>•</li> </ul>  |                                   |                           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** Five Towns CSD  
**DATE:** June 29, 2020

\*\*\*\*\*

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**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>35</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>15</b>
<b>TOTAL POINTS</b>		<b>100</b>

\*\*\*\*\*

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

**Total Points Available: 100                      Score: 100**

\*\*\*\*\*

**Evaluation Team Comments:**

- |   |                                   |                           |
|---|-----------------------------------|---------------------------|
| 1. <i>Applicant Qualifications</i>  | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Reference to working with school district</li> <li>• Concrete examples of collaboration and learning from experience</li> <li>•</li> </ul>   |                                   |                           |
| 2. <i>Project Process and Communication</i>   | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Assistance and Consultation Team—more details on the purpose?</li> <li>• Liked that communication plan includes staff input at every level</li> <li>• Clear Hub approach</li> </ul>                          |                                   |                           |
| 3. <i>Project Team</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• Does the A&amp;C team include the programs not represented on the team?</li> <li>• Range of experiences and roles</li> <li>•</li> </ul>  |                                   |                           |
| 4. <i>Project Budget</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 15</b> |
| <ul style="list-style-type: none"> <li>• LMS? What will this include? Is this enough for an LMS?</li> <li>• Liked laptops for instructors—Will this be adjusted once state-supplied machines are received?</li> <li>• Do they need travel?</li> </ul> |                                   |                           |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** MSAD 61  
**DATE:** June 29, 2020

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Applications (RFA) process. The RFA Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>33</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>15</b>
Project Budget	(Max: 15 Points)	<b>13</b>
<b>TOTAL POINTS</b>		<b>96</b>

\*\*\*\*\*

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

**Total Points Available: 100                      Score: 96**

\*\*\*\*\*

**Evaluation Team Comments:**

- 1. *Applicant Qualifications* **Total Points Available: 35      Points Awarded: 33**
  - Strong experience working together—awareness of each other’s programs, resources, capabilities
  - Interested in learning more about learned effective practices
  -
  
- 2. *Project Process and Communication* **Total Points Available: 35      Points Awarded: 35**
  - “Confident all partners will be involved”—Who might not be? How will they pull them in or serve their learners?
  - Solid communication plan for sharing information with directors (shared Drive)
  -
  
- 3. *Project Team* **Total Points Available: 15      Points Awarded: 15**
  - Range of roles and experiences
  - 
  -
  
- 4. *Project Budget* **Total Points Available: 15      Points Awarded: 13**
  - Brightspace licenses? Will this be enough money? Or for reviewing LMS?
  - \$33,000? Is this budget correct?
  - Do they need travel?

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER:** York County Adult Education  
**DATE:** June 29, 2020

\*\*\*\*\*

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**DEPARTMENT NAME:** Department of Education  
**NAME OF RFA COORDINATOR:** Amy Poland  
**NAMES OF EVALUATORS:** Megan Dichter, Kelley Heath, Amy Poland, Gail Senese

\*\*\*\*\*

**SUMMARY PAGE**

		Points Awarded:
<b>Numerical Score:</b>		
Qualifications of the Applicant:	(Max: 35 Points)	<b>35</b>
Project Process and Communication	(Max: 35 Points)	<b>35</b>
Project Team Selection	(Max: 15 Points)	<b>14</b>
Project Budget	(Max: 15 Points)	<b>14</b>
<b>TOTAL POINTS</b>		<b>98</b>



\*\*\*\*\*

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

**Total Points Available: 100                      Score: 98**

\*\*\*\*\*

**Evaluation Team Comments:**

- |   |                                   |                           |
|---|-----------------------------------|---------------------------|
| 1. <i>Applicant Qualifications</i>  | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Provided data to show qualifications</li> <li>• Strong history of working together in the hub</li> <li>• Using lessons learned</li> </ul>  |                                   |                           |
| 2. <i>Project Process and Communication</i>   | <b>Total Points Available: 35</b> | <b>Points Awarded: 35</b> |
| <ul style="list-style-type: none"> <li>• Scenarios—great idea— included reference for Continuity of Education plan</li> <li>• Clear goals set for plan, including professional development</li> <li>• Considering equity in planning</li> </ul> |                                   |                           |
| 3. <i>Project Team</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 14</b> |
| <ul style="list-style-type: none"> <li>• Range of experiences and roles—including corrections instruction</li> <li>• How was the team chosen?</li> <li>•</li> </ul>   |                                   |                           |
| 4. <i>Project Budget</i>  | <b>Total Points Available: 15</b> | <b>Points Awarded: 14</b> |
| <ul style="list-style-type: none"> <li>• \$500 for each program for technology access—for what?</li> <li>• \$500 Registrations for what?</li> <li>• Do they need travel?</li> </ul>   |                                   |                           |

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** AOS 96  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *What are some examples of remote tools that don't require technology?*
  - *How have you been sharing resources and best practices?*
  - 
  -
  
2. *Project Process and Communication*
  - *Schoology Group- good idea*
  - *Progress updates*
  - *Nice language on including everyone in the hub*
  -
  
3. *Project Team*
  - *Good team*
  - 
  -
  
4. *Project Budget*
  - *How will they continue to fund postage for remote learners without technology?*
  - *Is this enough for online/distance curriculum to be purchased?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU #29  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Strong history of distance learning and collaboration*
  - *Hub wide distance learning policy- excellent*
  - *Shared digital intake forms- great*
  - 
  -
  
2. *Project Process and Communication*
  - *Strong plan in place*
  -
  
3. *Project Team*
  - *Experienced team*
  - 
  -
  
4. *Project Budget*
  - *Do they need travel?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Bangor School Department  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Hub 3 also does Workforce Training- why isn't this mentioned?*
  - *How did they learn about deficits etc. Is this just anecdotal?*
  -
  
2. *Project Process and Communication*
  - *Shared folder where?*
  - *How will lessons be shared among programs?*
  - *What will PD look like?*
  
3. *Project Team*
  - *Representative from Workforce training classes?*
  - 
  -
  
4. *Project Budget*
  - *Non instructional materials and supplies?*
  - *Do they need travel?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 54 (Adult Education)  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*  
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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Strong team*
  - 
  -
  
2. *Project Process and Communication*
  - *Good questions to program partners – would like to see answers*
  - *Inclusion of student survey to get feedback once classes start again- great*
  -
  
3. *Project Team*
  - *Strong team*
  - 
  -
  
4. *Project Budget*
  - *Will their budget change because of the computers supplied by the state?*
  - *HotSpots- how will this be sustained?*
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 38 Adult Education  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *How do they facilitate student access to other hub partners services- either face to face or online?*
  - 
  -
  
2. *Project Process and Communication*
  - *Purchase of Brightspace- training already happening!*
  - *Survey done in various formats- good*
  - *Interface? What will this be or look like?*
  
3. *Project Team*
  - *Director heavy*
  - 
  -
  
4. *Project Budget*
  - *Will technology costs be adjusted due to state supplied devices?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093

**RFA TITLE:** Adult Education Continuity of Services Grant

**BIDDER NAME:** Lewiston Public Schools

**DATE:** 6/26/20

**EVALUATOR NAME:** Megan Dichter

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *One regional service center- excellent!*
  - 
  -
  
2. *Project Process and Communication*
  - *Not meeting as a team until September?*
  - *Sample size – anonymity but not for programs*
  - *Continuity of education plan!*
  
3. *Project Team*
  - *Strong team*
  - 
  -
  
4. *Project Budget*
  - *Do they need travel?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Five Towns CSD  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) 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 RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Reference to working with school district*
  - *Already doing some of this work*
  - *Concrete examples*
  
2. *Project Process and Communication*
  - *Assistance and Consultation Team- more details on purpose*
  - *Staff input is included*
  -
  
3. *Project Team*
  - *Strong team good representation through the Assistance and Consultation team. List of members?*
  -
  
4. *Project Budget*
  - *Is \$2000 enough to purchase an LMS and additional instructional materials?*
  - *Any budget adjustments after receiving state supplied machines?*
  - *Do they need travel?*
  - 
  -



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** MSAD 61  
**DATE:** 6/26/20  
**EVALUATOR NAME:** Megan Dichter  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Experience working together*
  - *Learned effective practices- examples?*
  - 
  -
  
2. *Project Process and Communication*
  - *Solid communication plan*
  - *Confident that all Hub 8 partners will be involved? Who might not be? How can they serve those folks anyway?*
  - 
  -
  
3. *Project Team*
  - *Strong team*
  -
  
4. *Project Budget*
  - *Is Technology Access enough- Brightspace ?*
  - *Do they need to hire outside contractors to deliver training?*
  - *Do they need travel?*
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093

**RFA TITLE:** Adult Education Continuity of Services Grant

**BIDDER NAME:** York County Maine Adult Education

**DATE:** 2/26/20

**EVALUATOR NAME:** Megan Dichter

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*

- *Provided data to show effectiveness*
- *History of working together in the hub*
- 

2. *Project Process and Communication*

- *Clear goals for COS team*
- *PD plan is clear*
- 

3. *Project Team*

- *Info on how they chose their team?*
- 

4. *Project Budget*

- *Technology Access - \$500 per program- for what?*
- *PD - \$500 registrations for what?*
- *Do they need travel?*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** AOS 96  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Good qualifications*
  - 
  -
  
2. *Project Process and Communication*
  - *Encouraging Participation*
  - 
  -
  
3. *Project Team*
  - *Diverse team*
  - 
  -
  
4. *Project Budget*
  - *Technology access – \$25,000 ok?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU #29  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Highly qualified*
  - *Including workforce training*
  -
  
2. *Project Process and Communication*
  - *Google Docs*
  - *System developed*
  -
  
3. *Project Team*
  - *Strong team*
  - *Educators*
  -
  
4. *Project Budget*
  - *good*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Bangor School Department  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *good*
  - 
  -
  
2. *Project Process and Communication*
  - *Good Communications Structure*
  - *Make sure to consider Workforce Training*
  -
  
3. *Project Team*
  - *Different perspectives represented*
  - 
  -
  
4. *Project Budget*
  - *Considerations for needs beyond software?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 54 (Adult Education)  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Process already started*
  - 
  -
  
2. *Project Process and Communication*
  - *Communications structure established*
  - 
  -
  
3. *Project Team*
  - *Diversity of roles*
  - *Workforce training considerations?*
  -
  
4. *Project Budget*
  - *Considerations for needs beyond laptops?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 38 Adult Education  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Hub structure vs. Independent programs*
  - 
  -
  
2. *Project Process and Communication*
  - *Includes learner considerations*
  - *Good communication considerations*
  -
  
3. *Project Team*
  - *More diversity of roles needed*
  - 
  -
  
4. *Project Budget*
  - *Grant funding for BrightSpace? Already Purchased?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Lewiston Public Schools  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*  
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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Clear and very strong*
  - 
  -
  
2. *Project Process and Communication*
  - *Succinct and clear*
  - *Strong process outlined*
  - *Academic and workforce training addressed*
  
3. *Project Team*
  - *strong*
  - *Varied roles and programs*
  -
  
4. *Project Budget*
  - *good*
  - 
  -



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Five Towns CSD  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *good*
  - 
  -
  
2. *Project Process and Communication*
  - *Want to hear more about Asst. & Consult. team*
  - *Make sure to include workforce training and other partners*
  -
  
3. *Project Team*
  - *Some programs not represented*
  - 
  -
  
4. *Project Budget*
  - *Good- very detailed*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** MSAD 61  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Good qualifications outlined*
  - 
  -
  
2. *Project Process and Communication*
  - *Needs Assessment*
  - *Incorporated into monthly meetings*
  -
  
3. *Project Team*
  - *Strong team*
  - *Consensus*
  -
  
4. *Project Budget*
  - *What PD will they be attending?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** York County Maine Adult Education  
**DATE:** 6/29/2020  
**EVALUATOR NAME:** Kelley Heath  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Good use of data*
  - 
  -
  
2. *Project Process and Communication*
  - *Clear objectives developed*
  - 
  -
  
3. *Project Team*
  - *Corrections included!!*
  - 
  -
  
4. *Project Budget*
  - *good*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** AOS 96  
**DATE:** 6/25/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Strong teamwork
  - Collaboration and shared resources- -variety of sharing methods
  -
  
2. *Project Process and Communication*
  - Clear steps for sharing
  - Recognize the importance of the project and including everyone
  - Consideration of equity
  
3. *Project Team*
  - Range of roles and experiences—experienced team
  - 
  -
  
4. *Project Budget*
  - Reasonable
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU #29  
**DATE:** 6/25/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Strong collaboration within Hub—shared resources
  - Experience with distance learning and remote learning—including for workforce training
  -
  
2. *Project Process and Communication*
  - Regular meetings, shared notes and documents
  - Clear steps for communicating progress
  -
  
3. *Project Team*
  - Strong team—varied roles and experiences
  - 
  -
  
4. *Project Budget*
  - Reasonable
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Bangor School Department  
**DATE:** 6/25/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Experienced directors
  - What's their experience with distance learning?
  - Shared lessons learned from pandemic
  
2. *Project Process and Communication*
  - General process—mostly related to the grant outlines
  - 
  -
  
3. *Project Team*
  - Variety of program areas represented—support staff perspective?
  - 
  -
  
4. *Project Budget*
  - \$13,000 What software for remote learning? How will it be integrated? Is there a plan for sustaining the cost?
  - What are the non-instructional supplies? No description.
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 54 (Adult Education)  
**DATE:** 6/25/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Awareness of barriers and student needs
  - Team members' experiences strong
  - What's their experience with remote/distance learning?
  
2. *Project Process and Communication*
  - Started discussions with staff already
  - Clear steps outlined
  - All stakeholders considered (student and external partners)
  
3. *Project Team*
  - Variety of roles and experiences
  - 
  -
  
4. *Project Budget*
  - Chromebooks—move to technology line?
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 38 Adult Education  
**DATE:** 6/28/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Distance learning experience and collaborating as needed
  - Specifics on referral process?
  -
  
2. *Project Process and Communication*
  - Steps for professional development and training for existing LMS
  - Regular meetings scheduled
  - Very distance learning-focused—considering other aspects of continuity of services?  
Sharing with all roles in program?
  
3. *Project Team*
  - Directors and Academic Coordinator/Instructor—how will they gather input from advising, other instructors, support staff and ensure voices are heard
  - 
  -
  
4. *Project Budget*
  - Sustainability of the Brightspace expense?
  - 
  -



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Lewiston Public Schools  
**DATE:** 6/28/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Strong description of collaboration as a Hub—regional service model, partnering on initiatives, supporting each other during pandemic (troubleshooting access and sharing resources)
  - 
  -
  
2. *Project Process and Communication*
  - Clear plan and steps from sharing of documents and resources to data collection and analysis
  - Preliminary work and research described
  -
  
3. *Project Team*
  - Varied experiences and roles
  - 
  -
  
4. *Project Budget*
  - What pilot activities do they envision?
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Five Towns CSD  
**DATE:** 6/28/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Experienced providers
  - Continued programming, including regional support
  - Learning from experience with remote learning—and considering how to enhance services
  
2. *Project Process and Communication*
  - Assistance and Consultation Team—to support the initiative?
  - Shared information with all staff throughout the process—not just the directors
  -
  
3. *Project Team*
  - Range of experiences and roles
  - 
  -
  
4. *Project Budget*
  - Laptops for instructors
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** MSAD 61  
**DATE:** 6/29/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Collaboration and awareness of each other's programs
  - Lessons learned from pandemic
  -
  
2. *Project Process and Communication*
  - Regular progress will be shared with participants across the hub—all roles?
  - Group investment because of group investment in data
  -
  
3. *Project Team*
  - Variety of experiences and roles
  - 
  -
  
4. *Project Budget*
  - Primarily PD/Planning
  - \$33,000—did they intend to leave off the \$333?
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** York County Maine Adult Education  
**DATE:** 6/29/20  
**EVALUATOR NAME:** Amy Poland  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - Distance education focus— collaborations to devices and access to curricula
  - Regular meetings for communication
  -
  
2. *Project Process and Communication*
  - Committed to equity of services
  - Clear goals for planning—scenarios and professional development
  -
  
3. *Project Team*
  - Range of roles and experiences
  - How were the people on the team chosen?
  -
  
4. *Project Budget*
  - Primarily salaries and professional development
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** AOS 96  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *History of collaborating*
  - 
  - 
  -
  
2. *Project Process and Communication*
  - *Go idea to use Schoology*
  - *Inclusion of marketing plan*
  
3. *Project Team*
  - *Inclusiveness of different member roles*
  - *Includes a workforce voice*
  
4. *Project Budget*
  - *Seems to support the plan*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU #29  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Strong history of collaboration*
  - 
  -
  
2. *Project Process and Communication*
  - *Clarity of purpose and communication efforts*
  - 
  -
  
3. *Project Team*
  - *Very experienced and representative team*
  - 
  -
  
4. *Project Budget*
  - *Is it understood that expenses related to state sponsored mtgs will be paid by state?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Bangor School Department  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Would like to see more about workforce voice engagement*
  - 
  -
  
2. *Project Process and Communication*
  - *Lacked details on process and communication*
  - *Did mention that hub programs meeting weekly since COVID-19 shutdown*
  -
  
3. *Project Team*
  - *Diverse group.*
  - *How will voices of groups not on the team be gathered and incorporated?*
  -
  
4. *Project Budget*
  - *Would like more details about software licenses. For things they already have?*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093

**RFA TITLE:** Adult Education Continuity of Services Grant

**BIDDER NAME:** RSU 54 (Adult Education)

**DATE:** 6.29.20

**EVALUATOR NAME:** Gail Senese

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Know programs are qualified but would like more information on how, as a hub they are qualified to do this work.*
  
2. *Project Process and Communication*
  - *Liked that student voice will be included.*
  - *Preliminary work already being done.*
  - *Engaging outside stakeholders*
  - *Content areas meeting to discuss*
  
3. *Project Team*
  - *Strong, experienced team*
  - 
  -
  
4. *Project Budget*
  - *Will computer purchases be adjusted as a result of state purchase?*
  - 
  -



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** RSU 38 Adult Education  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *More specific on qualifications. What was done?*
  - 
  -
  
2. *Project Process and Communication*
  - *A lot of focus on distance learning, other areas of focus for plan?*
  - *Inclusion of various modalities to reach people a good add. What interface is being referenced?*
  
3. *Project Team*
  - *Seems heavy on directors. What about reps from other program elements?*
  
4. *Project Budget*
  - *Wasn't Brightspace already purchased?*
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093

**RFA TITLE:** Adult Education Continuity of Services Grant

**BIDDER NAME:** Lewiston Public Schools

**DATE:** 6.29.20

**EVALUATOR NAME:** Gail Senese

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Very clear regarding qualifications for hub*
  - *Regional service center language*
  -
  
2. *Project Process and Communication*
  - *Includes workforce*
  - *Conduct research that is designed for this effort*
  -
  
3. *Project Team*
  - *Breadth of experience and areas of expertise*
  - 
  -
  
4. *Project Budget*
  - *Appropriate for project*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** Five Towns CSD  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *History of collaboration*
  - *Mention of including school districts*
  -
  
2. *Project Process and Communication*
  - *Look forward to learning more about the Assistance and Consultation Members. Who are they? How chosen? And later – value to process.*
  - 
  -
  
3. *Project Team*
  - *Varied roles*
  - *How will information be shared with hub programs not on the team?*
  -
  
4. *Project Budget*
  - *Appropriate*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093  
**RFA TITLE:** Adult Education Continuity of Services Grant  
**BIDDER NAME:** MSAD 61  
**DATE:** 6.29.20  
**EVALUATOR NAME:** Gail Senese  
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**Individual Evaluator Comments:**

1. *Applicant Qualifications*
  - *Working together even as a large hub*
  - *Know each other's programs, resources, capabilities*
  -
  
2. *Project Process and Communication*
  - *Needs assessment early in process*
  - *Regular item on agenda for hub meetings*
  -
  
3. *Project Team*
  - *Diversity of roles*
  - 
  -
  
4. *Project Budget*
  - *Doesn't add up.*
  - 
  -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202005093

**RFA TITLE:** Adult Education Continuity of Services Grant

**BIDDER NAME:** York County Maine Adult Education

**DATE:** 6.29.20

**EVALUATOR NAME:** Gail Senese

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

1. *Applicant Qualifications*

- *Experience working together*
- *Using lessons learned*
- *Moved online*

2. *Project Process and Communication*

- *Collaborative work experience*
- *Engage with all stakeholders*
- 

3. *Project Team*

- *Diverse roles represented*
- *Includes corrections*
- 

4. *Project Budget*

- *How was budget for PD determined when needs assessment not complete?*
- 
-



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202005093**  
**RFA TITLE: Adult Education Continuity of Services Grant**

I, Megan Dichter accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education 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 RFA.

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 RFA nor have I submitted a letter of support or similar endorsement.

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the funding decision notices for public distribution.**

*Megan Dichter*

6/29/20

Signature

Date



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202005093**  
**RFA TITLE: Adult Education Continuity of Services Grant**

I, Kelley Heath accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education 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 RFA.

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 RFA nor have I submitted a letter of support or similar endorsement.

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the funding decision notices for public distribution.**

DocuSigned by:

*Kelley Heath*

6/30/2020

Signature

Date

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STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202005093**  
**RFA TITLE: Adult Education Continuity of Services Grant**

I, Gail Senese accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education 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 RFA.

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 RFA nor have I submitted a letter of support or similar endorsement.

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the funding decision notices for public distribution.**

DocuSigned by:  
Gail Senese June 29, 2020  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
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STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202005093**  
**RFA TITLE: Adult Education Continuity of Services Grant**

I, Amy Poland accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Education 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 RFA.

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 RFA nor have I submitted a letter of support or similar endorsement.

I understand that the evaluation process is to be conducted in an impartial manner. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the funding decision notices for public distribution.**

Amy Poland 6/29/2020  
Signature Date