

**State of Maine**  
**Master Score Sheet**

| <b>RFA# 202204069</b>  |  |                          |                               |                                  |                  |  |
|--|--|--------------------------|-------------------------------|----------------------------------|------------------|--|
| <b>Higher Education Workforce Grants Work-Based Learning Experiences</b> |  |                          |                               |                                  |                  |  |
| <b>Bidder Name:</b>  |  | <b>Husson University</b> | <b>Maine Maritime Academy</b> | <b>University of New England</b> |                  |  |
| <b>Proposed Cost:</b>  |  | <b>\$199,983</b>         | <b>\$185,000</b>              | <b>\$157,804</b>                 |                  |  |
| <b>Scoring Sections</b>  |  | <b>Points Available</b>  |                               |                                  |                  |  |
| Criteria I: Eligibility and Allowable Uses                               |  | <b>Pass/Fail</b>         | Pass                          | Pass                             | Pass             |  |
| Criteria II: Proposal  |  | <b>45</b>                | 30                            | 35                               | 25               |  |
| Criteria III: Outcomes and Evaluation                                    |  | <b>30</b>                | 13                            | 20                               | 10               |  |
| Criteria IV: Budget  |  | <b>25</b>                | 13                            | 15                               | 8                |  |
| <b>TOTAL</b>   |  | <b><u>100</u></b>        | <b><u>56</u></b>              | <b><u>70</u></b>                 | <b><u>43</u></b> |  |



**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

August 30, 2022

Dr. Lynne Coy-Ogan  
Husson University  
1 College Circle  
Bangor, Maine 04401

**SUBJECT:** Notice of Conditional Contract Award(s) under RFA # 202204069,  
Higher Education Workforce Grants - Work-Based Learning Experiences

Dear Dr. Lynne Coy-Ogan:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for Higher Education Workforce Grants - Work-Based Learning Experiences. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Husson University
- Maine Maritime Academy
- University of New England


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

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

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

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

Sincerely,

DocuSigned by:  
  
9CAF01C13FEA4E1...

Angel Loreda  
Director, Office of Higher Education & Educator Support Services

## **STATEMENT OF APPEAL RIGHTS**

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



**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

August 30, 2022

Keith Williamson  
Maine Maritime Academy  
1 Pleasant Street  
Castine, ME 04420

**SUBJECT:** Notice of Conditional Contract Award(s) under RFA # 202204069,  
Higher Education Workforce Grants - Work-Based Learning Experiences

Dear Mr. Williamson:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for Higher Education Workforce Grants - Work-Based Learning Experiences. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Husson University
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- University of New England

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

Sincerely,

DocuSigned by:

*Angel Martinez Loreda*

9CAF01C13FEA4E1...

Angel Loreda

Director, Office of Higher Education & Educator Support Services

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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**Pender Makin  
Commissioner**

**AWARD NOTIFICATION LETTER**

August 30, 2022

Dr. Nicholas Gere  
University of New England  
11 Hills Beach Road  
Biddeford, ME 04005

**SUBJECT:** Notice of Conditional Contract Award(s) under RFA # 202204069,  
Higher Education Workforce Grants - Work-Based Learning Experiences

Dear Dr. Gere:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education for Higher Education Workforce Grants - Work-Based Learning Experiences. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Husson University
- Maine Maritime Academy
- University of New England

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

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



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

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

Sincerely,

DocuSigned by:

*Angel Martinez Loreda*

9CAF01C13FEA4E1...

Angel Loreda

Director, Office of Higher Education & Educator Support Services

## **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).

## Vaughan, Matthew S

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**From:** Loredo, Angel  
**Sent:** Tuesday, August 30, 2022 3:51 PM  
**To:** Lynne Coy-Ogan  
**Subject:** Higher Education RFA Grants  
**Attachments:** A 4069 Husson.pdf

Dr. Coy-Ogan,

Attached you will find the results from the Higher Education RFA Grants. If you have any questions please feel free to contact me.

Sincerely,

*Ángel Martínez Loredo*

(he, him, his English; él Spanish)

Director

Office of Higher Education & Educator Support Services

**Maine Department of Education**

23 State House Station

Augusta, Maine 04333-0023

207-624-6846 direct line

207-446-4283 mobile number

207-624-6841 fax

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 23, 2022

**SUMMARY PAGE**

**Department Name:** Department of Education

**Name of RFA Coordinator:** Angel Loredo

**Names of Evaluators:** Donna Tiner, Jennifer Tarr, Jenette Kirk, Erica Harris, and Joseph Niesen

| <u>Pass/Fail Criteria</u>  | <u>Pass</u>             | <u>Fail</u>           |
|--|-------------------------|-----------------------|
| Criteria I. Eligibility and Allowable Uses   |                         |                       |
| Is a private college or private university in Maine; or The Maine Maritime Academy   | <b>X</b>                |                       |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | <b>X</b>                |                       |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | <b>X</b>                |                       |
| <u>Scoring Sections</u>  | <u>Points Available</u> | <u>Points Awarded</u> |
| Criteria II: Proposal  | <b>50</b>               | <b>30</b>             |
| Criteria III: Outcomes and Evaluation  | <b>25</b>               | <b>13</b>             |
| Criteria IV: Budget  | <b>25</b>               | <b>13</b>             |
| <b><u>Total Points</u></b>   | <b><u>100</u></b>       | <b><u>56</u></b>      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 23, 2022

**OVERVIEW OF CRITERIA I  
Eligibility and Allowable Uses**

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|  |
| Criteria I. Eligibility and Allowable Uses |

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**Evaluation Team Comments:**

Meet all eligibility and allowable uses requirements

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA II  
Proposal**

|                       | <u>Points Available</u> | <u>Points Awarded</u> |
|-----------------------|-------------------------|-----------------------|
| Criteria II. Proposal | <b>50</b>               | <b>30</b>             |

**Evaluation Team Comments:**

- I. *Addresses critical needs in Maine’s economy and workforce by advancing strategies identified in Maine’s 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*
- II. *Needs Assessment*
- III. *Project Narrative*
- IV. *Key Personnel*

**Notes:**

- The proposal was solid and meet the requirements as outlined in the RFA, but it was not a very innovative project.
- The applicant did a good job tying the proposed project to the goals listed in the RFA and the strategic plan.
- The needs assessment was very thorough and contained a data.
- The evaluators were concerned that the project would only include twenty (20) students. This seemed a little low and would have liked to have seen a larger reach with the funding.
- Although the proposal contains sufficient data, the evaluation team had questions about the execution of the project. For example, why would only ten of the students have the technology access. It was not clear why there was this cutoff.
- The evaluators were also concerned about the workplan for the project. It was vague and did not list many tangible steps that would need to be taken for implementation. If the applicant receives an award, this is one area that the Department should work with the applicant to gain more information and details about the workplan to include in an agreement.
- The evaluators would have liked additional clarification about whether the half-to position that was mentioned would be a shared position or if it would be an existing staff person who will have time reallocated.
- Additional details about how the addition of the career coach fits into any larger strategy and how contribution will be measured.
- On page 14, different dates for retention goals were listed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA III  
OUTCOMES AND EVALUATION**

|                                       | <u>Points Available</u> | <u>Points Awarded</u> |
|---------------------------------------|-------------------------|-----------------------|
| Criteria III: Outcomes and Evaluation | <b>25</b>               | <b>13</b>             |

**Evaluation Team Comments:**

- I. Articulates intended outcomes, provides evidence base for proposed use(s)*
- II. Has a reasonable and detailed plan to evaluate the program*

**Notes:**

- Overall, the response to this section was light and could have used additional details and information.
- The evaluators were looking for more substantive measures for the success of the program that clearly tied this program to retention goals.
- Additional information on the internships and how success was to be measured would have been beneficial.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 23, 2022

**EVALUATION OF SECTION IV  
BUDGET**

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| Cost Proposal<br>Being Scored | Points<br>Available | Points<br>Awarded |
|-------------------------------|---------------------|-------------------|
| <b>\$199,983</b>              | <b>25</b>           | <b>13</b>         |

**Evaluation Team Comments:**

- I. Budget Narrative & Budget Forms*
- II. Sustainability*

**Notes:**

- The cost appears a little high for the outcomes the project is trying to achieve, especially since it is building off an existing program. The evaluators would have liked to have seen more ambitious goal set for this project.
- The budget was not clear as to where the rest of the technology costs would come from. Are they absorbed in other programs?
- There needed to be a clearer line between the program success and sustainability.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 23, 2022

**SUMMARY PAGE**

**Department Name:** Department of Education

**Name of RFA Coordinator:** Angel Loredo

**Names of Evaluators:** Donna Tiner, Jennifer Tarr, Jenette Kirk, Erica Harris, and Joseph Niesen

| <u>Pass/Fail Criteria</u>  | <u>Pass</u>             | <u>Fail</u>           |
|--|-------------------------|-----------------------|
| Criteria I: Eligibility and Allowable Uses   |                         |                       |
| Is a private college or private university in Maine; or The Maine Maritime Academy   | <b>X</b>                |                       |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | <b>X</b>                |                       |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | <b>X</b>                |                       |
| <u>Scoring Sections</u>  | <u>Points Available</u> | <u>Points Awarded</u> |
| Criteria II: Proposal  | <b>50</b>               | <b>35</b>             |
| Criteria III: Outcomes and Evaluation  | <b>25</b>               | <b>20</b>             |
| Criteria IV: Budget  | <b>25</b>               | <b>15</b>             |
| <b><u>Total Points</u></b>   | <b><u>100</u></b>       | <b><u>70</u></b>      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 23, 2022

**OVERVIEW OF CRITERIA I  
Eligibility and Allowable Uses**

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|  |
| Criteria I. Eligibility and Allowable Uses |

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**Evaluation Team Comments:**

Applicant met all the eligibility and allowable use requirements

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA II  
Proposal**

|                       | <u>Points Available</u> | <u>Points Awarded</u> |
|-----------------------|-------------------------|-----------------------|
| Criteria II. Proposal | <b>50</b>               | <b>35</b>             |

**Evaluation Team Comments:**

- I. *Addresses critical needs in Maine’s economy and workforce by advancing strategies identified in Maine’s 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*
- II. *Needs Assessment*
- III. *Project Narrative*
- IV. *Key Personnel*

**Notes:**

- Additional information about what the value to industries of the microcredentials that will be offered have would have been beneficial. It was not clear if these were something that industries would value or are asking for.
- It was not clear or evident as to whether the apprenticeships would be registered or what if any conversations have been had with Maine DOL about this project? If awarded, the Department should get clarification about this and what the path is for getting the apprenticeships registered.
- Overall, the proposal was a little confusing to follow. For example, it was not clear where the industry mentor fits in the program.
- Although, the application did raise questions about the project that should be clarified, it is interesting and innovative.
- The evaluators would have liked to see more structure to the program.
- It was not clear how the program would be executed – how do will the total goal be reached? What is the size of target audience?
- There were also questions about whether the right number of resources are being requested for a project of this scope
- It was noted that the applicant has already conducted outreach to industries/partners.
- The applicant did a good job showing the needs assessment and outreach to disadvantage students. The program responds to the need identified.
- Overall, there were concerns about execution, value of credentials, and the sustainability. A more detailed work plan is needed and should be created if awarded funding. Also, should look into getting technical assistance from DOL.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA III  
OUTCOMES AND EVALUATION**

|                                       | <u>Points Available</u> | <u>Points Awarded</u> |
|---------------------------------------|-------------------------|-----------------------|
| Criteria III: Outcomes and Evaluation | <b>25</b>               | <b>20</b>             |

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**Evaluation Team Comments:**

- I. Articulates intended outcomes, provides evidence base for proposed use(s)*
- II. Has a reasonable and detailed plan to evaluate the program*

**Notes:**

- Overall, the information provided in this section was pretty good.
- The applicant linked the outcomes and evaluation to the proposal.
- The outcomes are the type expected for a project of this type.
- Although, the outcomes are measurable, there are no due dates/timelines provided. If awarded, these should be developed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 23, 2022

**EVALUATION OF SECTION IV  
BUDGET**

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| Cost Proposal Being Scored | Points Available | Points Awarded |
|----------------------------|------------------|----------------|
| <i>\$185,000</i>           | <b>25</b>        | <b>15</b>      |

**Evaluation Team Comments:**

- I. Budget Narrative & Budget Forms*
- II. Sustainability*

**Notes:**

- The evaluators questioned whether the right amount resources are being requested as it seemed ambitious for two people.
- On page 6, there is a mention of an additional ½ person at Buoy House, but it is not listed in the budget or budget narrative. Therefore, it is unclear how the position is funded.
- The salaries for the professors seem rather low. The evaluators questions how this rate determined was determined and if there was a plan if cannot get applicants at that rate?
- Sustainability: The plan is based on assumption that the program will feed into other programs that will pay for the program.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** University of New England

**DATE:** June 23, 2022

**SUMMARY PAGE**

**Department Name:** Department of Education

**Name of RFA Coordinator:** Angel Loredo

**Names of Evaluators:** Donna Tiner, Jennifer Tarr, Jenette Kirk, Erica Harris, and Joseph Niesen

| <u>Pass/Fail Criteria</u>  | <u>Pass</u>             | <u>Fail</u>           |
|--|-------------------------|-----------------------|
| Criteria I. Eligibility and Allowable Uses   |                         |                       |
| Is a private college or private university in Maine; or The Maine Maritime Academy   | <b>x</b>                |                       |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | <b>x</b>                |                       |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | <b>x</b>                |                       |
| <u>Scoring Sections</u>  | <u>Points Available</u> | <u>Points Awarded</u> |
| Criteria II: Proposal  | <b>50</b>               | <b>25</b>             |
| Criteria III: Outcomes and Evaluation  | <b>25</b>               | <b>10</b>             |
| Criteria IV: Budget  | <b>25</b>               | <b>8</b>              |
| <b><u>Total Points</u></b>   | <b><u>100</u></b>       | <b><u>43</u></b>      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** University of New England

**DATE:** June 23, 2022

**OVERVIEW OF CRITERIA I  
Eligibility and Allowable Uses**

|  |
|--|
|  |
| Criteria I. Eligibility and Allowable Uses |

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**Evaluation Team Comments:**

The applicant met all eligibility and allowable uses requirements

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** University of New England

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA II  
Proposal**

|                       | <u>Points Available</u> | <u>Points Awarded</u> |
|-----------------------|-------------------------|-----------------------|
| Criteria II. Proposal | <b>50</b>               | <b>25</b>             |

**Evaluation Team Comments:**

- I. *Addresses critical needs in Maine’s economy and workforce by advancing strategies identified in Maine’s 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*
- II. *Needs Assessment*
- III. *Project Narrative*
- IV. *Key Personnel*

**Notes:**

- The evaluators expressed some concern about whether the two positions mentioned would be enough for this program. The project seemed ambitious for that number of resources.
- Under this project the funding would go directly to the students instead of a creating a new ambitious, sustainable program.
- The evaluators would have liked additional information about what happens to this project once the grant funding runs out.
- It was noted that this would be for seven students (some could be same students in second year)
- Under the project, the students would work as Ed Tech at local schools and the applicant would revise its course schedules to allow for internships; however, how this would work was unclear. For example, how many hours will this mean for the student each day?
- The proposal lacked some significant details and additional structure information would have been beneficial.
- It was not clear how the associate professor is to oversee this project fully.
- This project puts a lot on the local schools. It was not fully clear if the schools have the agreed to the partnership and the Department should make sure that the partnership are formed and agreed to if awarded funding.
- The application does identify a significant need.
- The evaluators had questions about what level of schooling this program targets, what the plan was for recruitment or retention; and what the qualification requirements and process will be to get into the program. Information about the general logistics of the project were lacking.
- If awarded, the Department should work with the application to get more details for award such as timeline, specific deliverables, and a workplan.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** University of New England

**DATE:** June 23, 2022

**EVALUATION OF CRITERIA III  
OUTCOMES AND EVALUATION**

|                                       | <u>Points Available</u> | <u>Points Awarded</u> |
|---------------------------------------|-------------------------|-----------------------|
| Criteria III: Outcomes and Evaluation | <b>25</b>               | <b>10</b>             |

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**Evaluation Team Comments:**

- I. Articulates intended outcomes, provides evidence base for proposed use(s)*
- II. Has a reasonable and detailed plan to evaluate the program*

**Notes:**

- The outcomes as listed in the application did not actually contain any measures. For example, they state "increase", but it is not clear what that actually looks like - is it any increase or at least a certain percentage? It was not clear what success would look like for this program.
- This project will need more measurable outcomes that are focused on this project that clear outlines what success is.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** University of New England

**DATE:** June 23, 2022

**EVALUATION OF SECTION IV  
BUDGET**

---

| Cost Proposal<br>Being Scored | Points<br>Available | Points<br>Awarded |
|-------------------------------|---------------------|-------------------|
| <b>\$157,804</b>              | <b>25</b>           | <b>8</b>          |

**Evaluation Team Comments:**

- I. Budget Narrative & Budget Forms*
- II. Sustainability*

**Notes:**

- There was inconsistency in the budget. There were different numbers for the budget items in different places, so it was not clear what is the actual budget is.
- The proposal mentioned the use of a database, but there was not clear funding line for this database in the budget.
- The sustainability plan was based on getting more federal funds to sustain the project. There perhaps are other options available that could be considered and pursued.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** 06/23/2022

**EVALUATOR NAME:** Donna Tiner

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  - *Meets Requirements*
  - *Signed required documents*
- II. *Needs Assessment*
  - *Identified need to disadvantaged populations of students (low income, disadvantaged backgrounds, diverse ethnicity)*
  - *Provide individual students with support through internships to increase retention and graduation*
- III. *Project Narrative*
  - 1. *Services to be Provided*
  - 2. *Implementation – Work Plan*
    - *Hire a Career Coach to fill internships, data collection for project, implement*
    - *Assist students through advising to increase retention*
    - *Provides articulations with MCCS*
    - *Provide technology for 10 students as loan of iPads – only half the students*
    - *Sustained through increased tuition due to grant*
- IV. *Key Personnel*
  - *Provided detailed job descriptions for personnel*
  - *project (2 years supported with grant)*
  - *Hire part-time Admin Asst to support Career Coach (2 years supported with grant)*
- V. *Outcomes*
  - *Serve 3 or the 7 industries – Healthcare/Social Asst., Education/Public Sector, Information*
  - *Project is to enroll more students in education in related programs – 20 students and increase retention rates. 3% (Is this enough?)*
  - *No details on measurement connection to student success*

**Summary:**

**Cost - \$199,983**

*Serve disadvantaged populations by hiring a Career Coach to make connections between academics and workforce through internships.*

**Outcomes by 2025 –**    *Increase enrollment by 20 students*  
  *Increase retention by 3%*

*Lots of data, but students served seems low.*  
*Are they already doing this?*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** 6/17/2022

**EVALUATOR NAME:** Joe Niesen

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Well organized and researched.
- Husson University is a recognized educator in Maine with a proven record and educational presence. Clearly demonstrates understanding of the need increased work-based learning experiences and what it will take to make reasonable improvements in both experiential offerings and student participation in related programs.
- Each item in the scope of work is tied to a specific area of the State's Economic Development Strategy.
- I would like to see more outcomes than the 20 new students in programs aligned to the Economic Development Strategy by 2025. This seems low, I would hope to see a higher percentage of students in programs that are directly related to the strategy.

*2. Subcontractors*

- N/A

*3. Organizational Chart*

- The position to be created reports directly to the Director of Career Services who is then directly supervised by the Dean of Students. The placement of the Career Coach in the organization makes sense and ensures that they have a direct tie to both the student body and the academic leadership at Husson.

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- Hiring of one Full-Time Employee (FTE) Career Coach and one Half-Time FTE Administrator that will serve as the focal point for Husson University's internship program.
- QUESTION: Will the Half-Time Administrator be a shared resource with other areas at the university?
- By increasing the focus on internship participation amongst targeted population segments the university proposes that there will be a measurable increase in both student retention and participation in internships, clinicals, and other experiential learning programs.

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**EVALUATOR NAME:** Joe Niesen

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- QUESTION: Is one FTE enough to support a student body estimated at 3,800 undergraduate and graduate students?
- QUESTION: Is the position of Career Coach part of a larger university strategy to test the effectiveness of such a position?

2. *Implementation – Work Plan*

- Positions are clearly defined in terms of role within the larger Career Services program.
- Program execution is ambitious, but the well-developed plan should enable the university to achieve the proposed goals.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson

**DATE:** 6.22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Focused on career training
- Strong record of accessibility/DEI – helping underrepresented, 1<sup>st</sup> gen, rural, and lower socioeconomic status students
- Stackable credentials – can include internships
  1. Long history of experiential learning/work-based experiences
- 48% of students Pell-eligible, 48% graduation rate for Pell students
  1. 17% students are nonwhite, compared to 9.2% in Maine
- 3,000 total undergraduate population, plus 800 grad students

*2. Subcontractors*

- N/A – Husson's career coach will serve as single POC
- 
- 

*3. Organizational Chart*

- Senior team buy-in – SVP for Academic Affairs and Provost, dean of students, etc.

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- Hire a Career Coach
  1. Assists students in IDing and finding suitable internship opps
  2. Builds on existing relationships with employers
  3. Markets internship opportunities
  4. Students served will be those in majors that don't currently have equivalent infrastructure and need internship development
  5. Health Sciences, HC Admin, Public Health, Technology (347 students)
- Hire a half-time admin assistant
  1. Support career coach and director of career services
- Develop and fill internship experiences – aiming for 20 participants
- Project also aims to increase retention of bachelors-seeking students from 75% to 78%
- Career Coach will have access to 10 additional iPads to loan to students (included in budget)
-

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**DATE:** 6.22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

- 
- 2. *Implementation – Work Plan*
  - Hire staff to focus on the specific fields that are currently underserved by internships
  - By 5/30/2025, 20 additional students aligned in impacted fields
  - Increase retention of baccalaureate seeking students
  - 1.5 FT employees over 2 years leading to an increase of 20 internships seems a little light.
  - Budget is all staffing - \$53K/year for career coach, \$21K/year for admin
  - Sustainability – by increasing retention, Husson will increase revenue, which will allow for the continuity of the program

**Commented [HEC1]:** Somewhat unclear how the first goal leads to the second.

**Commented [HEC2]:** Concern that this will not be enough – they describe someone who is well-versed in academic advising in addition to employer relationship management

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** 6/22/2022

**EVALUATOR NAME:** Jennifer Tarr

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

*I. Criteria 1: Eligibility and Allowable Uses*

|  |  |
|--|--|
| A private college or private university in Maine; or The Maine Maritime Academy  | Yes ( <i>Private</i> )   |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | Yes,<br>(1) <i>Healthcare and social assistance;</i><br>(2) <i>Education or public sector,</i><br>(3) <i>Information</i> |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | Yes  |

*II. Criteria 2: Proposal*

1. *Addresses critical needs in Maine's economy and workforce by advancing strategies identified in Maine's 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*

- *Listed project goals*
  1. *20 additional students in degree program by 2025*
  2. *Increase first-time, full-time retention of back. Degree seeking students by 3 percent to 78 percent*
- *Hire Career Coach and Admin. Assistant*
- *Provided linkages about the work of the career coach to support the actions in Maine Economic Development Strategy*
  1. *Noted success of its accessibility program*
  2. *Stackable credentials*
  3. *Build off current programs*
- *Prioritizes marginalized students; lowest cost private university with NECHE accreditation*
- *Coach will service as a single point of contact for all internship matters*
  1. *Gathering program data*
  2. *Implement best retention practices*



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**EVALUATOR NAME:** Jennifer Tarr

**EVALUATOR DEPARTMENT:** Department of Education

3. *Communication*
      4. *Academic and career advising*
        - *Noted challenge regarding appropriate tech*
    2. *Needs Assessment*
      - *Imposter syndrome*
      - *Focus on experiential learning*
    3. *Project Narrative*
      - *Program design: Hire a Career Coach and ½ admin in the Career Services Center- focus on students majored in programs that do not have infrastructure to license program (health, tech, etc): enrollment 347*
      - *Recruitment and enrollment:*
        1. *Transfers (clear articulation agreements)*
        2. *New markets*
    4. *Key Personnel*
      - *Provided listing*
- III. *Criteria 3: Outcomes and Evaluation*
  1. *May 30, 2025: 20 additional students*
  2. *May 30, 2024 increase first time, full-time by three percent*
  3. *Provided details on how will evaluate: data to be used, when, instruments*
- IV. *Criteria 4: Budget*
  1. *\$199,983 (salary and benefits most of the funding)*
  2. *If meet outcomes, the positions can be sustained.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Husson University

**DATE:** June 22, 2022

**EVALUATOR NAME:** Janette Kirk

**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

- *Overview of Organization*
  - *Already engaged with the Margaret Chase Smith Center and participates in the Maine State Government Internship program.*
  - *68.5% of all degree certificates awarded in spring 2021 originated from programs with internships, student teaching and clinical placements.*
  - *Wealth of experiential programming across courses.*
- *Subcontractors*
  - 
  - 
  -
- *Organizational Chart*
  - *Career coach will serve as the single point of contact for all internship matters*

*II. Proposed Services*

- *Services to be Provided*
  - *Career Mentoring, Internships & Jobs Program*
    1. *Identified areas of Health care and Social Assistance*
    2. *Education or public sector*
    3. *Information*
  - *1.5 positions to be added*
  - *Outcomes*
    1. *20/347 potential students or 5.7% of new students able to participate (by May 30, 2025). This then states 20 internships by the conclusion of the 2024 academic year is this 2024/25?*
    2. *Increase retention rate by 3 %*
- *Implementation – Work Plan*
  - *Work plan is vague – bulleted list with items to be completed with no tangible steps to complete*
  - *No real vision portrayed of how this would be implemented.*
  - *I would be challenged to speak or share what the strategies / process would be to implement this project.*
- *Sustainability*

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**BIDDER NAME:** Husson University

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**EVALUATOR NAME:** Janette Kirk

**EVALUATOR DEPARTMENT:** Department of Education

- *Increase of 5 students would provide \$106,301 of \$199,000 needed to fund the additional staff.*

*½ of the proposed participants over the 2-year program would have the opportunity to loan technology*

- *20 participants over the course of the 2-year mentoring to internships programs*
- *10 participants with access to technology*

*Page 14 references the 3% increase in retention by May 30, 2024, in other areas of the application this goal to be to be achieved by May 30, 2025 which seems inconsistent.*

*Wondering: the retention of 5 additional students/year is not possible now to fund positions in order to increase intern opportunities.*

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**BIDDER NAME:** Maine Maritime Academy

**DATE:** June 22, 2022

**EVALUATOR NAME:** Janette Kirk

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Prior apprenticeship experience with BIW- ship production*
- 
- 

*2. Subcontractors*

- 
- 
- 

*3. Organizational Chart*

- *Addition of a ½ time staff person to provide academic tutoring and support for online component of the certification program.*
- *Addition of an industry mentor?*
- *2 x instructors for ERM and EAM programs*

*II. Proposed Services*

*1. Services to be Provided*

- *50 new students to be attracted to the applicable programs*
- *Recruitment for the program to be integrated in current recruiting channels.*
- *Offered to an additional 30 students who have deferred due to barriers related to cost.*

*2. Implementation – Work Plan*

- *Services office coordinating the internships and job placements with industry partners.*
- *Agreements already in place to establish apprenticeships*
  1. *Demonstrates a commitment to the work.*
- 

*3. Sustainability*

- *Donated IIoT sensors for labs*
- *Much of the funding used to provide the lab.*
- *No mention of the continued funding for the instructors to be newly hired.*

*Appreciated the 30 additional “spots” for Mainers – investing in Maine students.*

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**BIDDER NAME:** Maine Maritime Academy

**DATE:** 6/22/2022

**EVALUATOR NAME:** Jennifer Tarr

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

*I. Criteria 1: Eligibility and Allowable Uses*

|  |   |
|--|---|
| A private college or private university in Maine; or The Maine Maritime Academy  | Yes   |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | Yes,<br>-information<br>-manufacturing<br>-clean energy |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | Yes   |

*II. Criteria 2: Proposal*

1. *Addresses critical needs in Maine's economy and workforce by advancing strategies identified in Maine's 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*

- Goals

1. Micro-credentials to leverage trends in higher costs that have restricted access for under represented populations
2. 7 week microcredentials with embedded EAM apprenticeships
3. 7 week delivery cycles – hybrid certification programs in EAM and ERM
4. Job placement pathways

2. Needs Assessment

- Identified need gap for computer related maritime skills within network of employers
- Evolving boundaries between traditional credentials and short term – accelerated delivery cycles

3. Project Narrative

- *Anticipate 50 new students - existing channels of recruitment*
- *Offered to current students who stop out each year*
- *Career services office will coordinate internships and job placements with industry partners*
- *Buoy house – ½ employee*
- *Practical skills demonstrations*

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**EVALUATOR NAME:** Jennifer Tarr

**EVALUATOR DEPARTMENT:** Department of Education

- *Two additional instructors for ERM and EAM – fulfill standards for a qualified assessor (45 CFR 10.405)*
- 4. *Key Personnel*
  - *Provided listing*
- III. *Criteria 3: Outcomes and Evaluation*
  1. *Three outcomes provided*
    - *Establish high frequency 7 week delivery for EAM and ERM certification as job access pathway*
    - *Establish apprenticeship program as alternative pathway*
    - *Establish micro credential program as the first-tier of a school to work program*
  2. *ERM and EAM delivered through USCG approved Center for Mariner Professional Development – initial offering will not be credit bearing- consideration of a life experience credit award program.*
  3. *Assess impact of micro-credential program on improving retention and progression due to financial hardships*
- IV. *Criteria 4: Budget*
  1. *\$185,000 (most in personnel)*
  2. *SMS will donate IIoT sensors*
  3. *Maximo Software*
  4. *Offer online content*

**STATE OF MAINE  
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**BIDDER NAME:** Maine Maritime Academy

**DATE:** 6/23/2022

**EVALUATOR NAME:** Donna Tiner

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  1. *Overview of Organization*
    - *Meets Requirements*
    - *Signed required documents*
    - 
    -
  2. *Subcontractors*
    - *No – work to be carried out by CPMD (Center for Professional Mariner Development) which is the school's continuing education department*
  3. *Recruitment will be through current methods... high schools, career fairs, current students*
- II. *Needs Assessment*
  - *Need – workers for computer related maritime skills that require certifications and/or micro-credentials*
- III. *Project Narrative*
  1. *Services to be Provided*
    - *Outcomes*
    - *Micro-credentials to reduce cost of higher education*
    - *Establish 7 week delivery cycles to deliver hybrid certifications*
    - *Establish job placement pathways from micro-credentials*
  2. *Implementation – Work Plan*
    - *Provide 6 delivery cycles of micro-credentials each year (for 2 years)*
    - *Hire an instructor for ERM coursework*
    - *Hire an instructor to oversee EAM apprenticeship program*
  3. *Data collection and use of data described*
- IV. *Key Personnel*
  - *Provided detailed job descriptions for personnel*
- V. *Outcomes*
  1. *Serve 3 or the 7 industries Information, Manufacturing, Clean Energy*
  2. *50 new students into EAM (Engineering Asset Management) and ERM (Engineroom Resource Management) programs*
  3. *Validated pathways to jobs and degrees – EAM apprenticeship and EAM certification*
    1. *Apprenticeship programs for students that stop out or delay due to finance*

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**EVALUATOR DEPARTMENT:** Department of Education

VI.

*Summary:*

*Cost - \$185,000*

*Hire 2 instructors to*

*Offer 6 cycles of EAM apprenticeship*

*Offer 6 cycles of ERM certification*

*Software - \$28k*

*Travel to recruit - \$2k*

*Advertising - \$5k*

*Development of lab to combine with software - \$30k*

*Micro-credentials first developed as professional development and not credit bearing (but will provide pathway to employment and higher ed)*

*Apprenticeship connects to increase current relationship with BIW school to work*

*Sustain by evolving into credit bearing with support from industry*

*New program to support multiple age and academic levels in order to increase pay and meet workforce needs.*



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**BIDDER NAME:** Maine Maritime Academy

**DATE:** 6/17/2022

**EVALUATOR NAME:** Joseph Niesen

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Organization appears to have the expertise to perform the work outlined in the proposal.
- Proposed educational expansion is in keeping with current maritime trends.

*2. Subcontractors*

- None specifically identified.

*3. Organizational Chart*

- Key personnel are identified on the proposal, but the hierarchy is not explicitly clear, specifically the two positions to be created as part of this grant program.

*4. Etc.*

- Alignment to Economic Development Strategy is not clear.
- QUESTION: What are the micro credentials to be sponsored by this program? How will they position students to better succeed in the economy?

*II. Proposed Services*

*1. Services to be Provided*

- QUESTION: This proposal seeks to support student recruitment, retention, completion rates, job placement, and apprenticeships. Are the funds and personnel requested in this proposal adequate to perform these duties?
- QUESTION: How many students can this program realistically support?
- NEGATIVE: The Recruitment and Enrollment portion of the project narrative states that 50 new students will be attracted to the EAM and ERM programs combined. It is not clear how this total was reached or what percentage would be students returning to the MMA because of newly available programs, or the number that are expected to continue past the micro credentialing program.
- QUESTION: Are the micro-credentials already in existence or do they still need to be identified?
- POSITIVE: Strong focus on school-to-work and paid internship opportunities with identified industry partners.

*2. Implementation – Work Plan*

- QUESTION: What is the timeline for this program? When would the first cohort be completed? When would the evaluation of the effectiveness of the credentials be conducted?
-

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**RFP TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** 6/22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Focused on career training
- Embedded within MMA's Career Services Office
- USCG approved Center for Mariner Professional Development

*2. Subcontractors*

- None, everything in-house
- 
- 

*3. Organizational Chart*

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- MMA has ID'ed needs gap for computer-related maritime skills and Enterprise Asset Management (EAM)
- Innovation: accelerated 7-week delivery cycles
- Leverage micro-credentials to offset cost spikes in higher ed
- 7 week micro-credentials with embedded apprenticeships
  1. High frequency
  2. Leading to high paying jobs within information sector of maritime
  3. High pay alternative
  4. School-to-work pathway for traditional MMA degrees
- Establish job placement pathways from micro-credentials
- Anticipate 50 new students for the EAM and ERM programs combined
  1. Offered to students who drop out due to financial hardship, and up to 30 Mainers who defer due to cost concerns
- Non credit bearing from the outset
  1. "Life experience credit"

*2. Implementation – Work Plan*

- MMA Career Services to coordinate internships and job placements w/ industry partners
- Delivered at the MMA campus in Bucksport
- Funds 2 FTE instructors
- Sustainability: establish microcredentials as pathways to MMA degree programs

**Commented [HEC1]:** I'm assuming this means new to MMA – not currently enrolled?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202204069

**RFP TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** Maine Maritime Academy

**DATE:** 6/22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

- Offer online content with practical demonstration

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** June 22, 2022

**EVALUATOR NAME:** Jennifer Tarr

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Criteria 1: Eligibility and Allowable Uses*

|  |     |
|--|-----|
| A private college or private university in Maine; or The Maine Maritime Academy  | Yes |
| Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the specified industries: | Yes |
| Attests to following the requirements as outlined in the Sample Subaward Agreement.  | Yes |

*II. Criteria 2: Proposal*

1. *Addresses critical needs in Maine's economy and workforce by advancing strategies identified in Maine's 10-year economic development strategic plan; Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers; Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.*
  - *Stabilize special education workforce in Maine*
  - *Strategic Plan call for increasing percentage of post-secondary work credential – provide financial incentive to enroll and complete by providing on-going scholarships and BS in Special Education*
  - *Internships as Ed Techs*
2. *Needs Assessment*
  - *Shortage of special education teachers*
  - *Teacher prep programs participants decreasing*
  - *33% of special ed teachers in districts not fully certified*
3. *Project Narrative*
  - *7 students for 2022-3 and 15 for 2023-4*
  - *Department of Education at UNE – Special Education Program*
  - *Biddeford, Saco, Waban School*
  - *Pay for the Ed Tech certification*
  - *Target students from disadvantaged populations*
  - *Systems in place for recruitment*
4. *Key Personnel*
  - *Listed provided*

*III. Criteria 3: Outcomes and Evaluation*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR DEPARTMENT:** Department of Education

1. *Seven outcomes listed – including increases in students seeking and completing program; increase in disadvantaged students; increase in graduates obtaining a special education license; high quality skills demonstrated; decrease of open Ed Tech positions in area schools*
  2. *Evaluation based on tracking data; presentation on how meet teaching standards – ¾ across the standards*
- IV. *Criteria 4: Budget*
1. *\$157,804 – most in scholarships*
  2. *Sustainability – obtain addition funding under IDEA-*
  3. *Students may be able to get stipend from districts to work as ed techs*
- V.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** 6/23/2022

**EVALUATOR NAME:** Donna Tiner

**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  1. *Overview of Organization*
    - *Meets Requirements*
    - *Signed required documents*
      - *No carried out by University*
  2. *Recruitment will be through current methods... high schools, career fairs, current students*
- II. *Needs Assessment*
  1. *Addresses need for certified special education teachers*
- III. *Project Narrative*
  1. *Services to be Provided*
    - *Serve 1 or the 7 industries Education/Public Sector*
    - *Recruitment both new students and current students*
    - *Partner with Biddeford schools to provide work as an Ed Tech while in program*
    - *Target disadvantaged populations using admissions staff recruitment and articulation programs with MCCS*
    - *Recruit from CTEs and MCCS*
    - *Advertising*
    - *Decrease local area need for Ed Techs*
- IV. *Personnel*
  1. *Provided detailed job descriptions for personnel*
  2. *Pay a current instructor for a small portion of school year 3%*
  3. *Summer work at 7%*
- V. *Outcomes*
  - *Support 22 students (some duplicate)*
  - *Increase number of certified education teachers*
  - *Data collection and use not connected to success*
  - *Not measurable*

**Summary:**

Cost - \$157,804 (numbers do not add to total)

\$145,000 for student scholarships

\$500 – recruitment brochure

\$500 travel for recruitment

\$1,760 finger printing costs for participants

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

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**BIDDER NAME:** UNE

**DATE:** 6/23/2022

**EVALUATOR NAME:** Donna Tiner

**EVALUATOR DEPARTMENT:** Department of Education

*\$10,544 Salary*

*Provides scholarships to students in special education working as Ed Techs as financial incentive to enroll in and complete program.*

*Support 7 students in year 1*

*Support 22 students in year 2 (may have duplicates from year 1)*

*Align with current UNE program*

*Ed Tech work with local schools – who is paying?*

*Sustainability gives options... such as applying for other federal funds*

*Like direct resource for students by paying them to be an Ed Tech (helping local schools) while training to be a special education teacher. Keeps students in schools.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** June 22, 2022

**EVALUATOR NAME:** Janette Kirk

**EVALUATOR DEPARTMENT:** Department of Education

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- 
- 
- 

*2. Subcontractors*

- *Biddeford School Department partnership*
  1. *Saco and Waban also have ed tech positions.*

*3. Organizational Chart*

*II. Proposed Services*

*1. Services to be Provided*

- *Ed. Tech internship*
- *7 students in 2022/23 & 15 students in 2023/24*
  1. *Total of 22 students*
- *Funding from the grant to pay for the ed. Tech certification.*

*2. Implementation – Work Plan*

- *Course assignments, case studies, instructional plans and teaching experience required components of the program.*
- *Details regarding strategies for recruitment of students provided.*
  1. *Monthly group meeting, assignment of an upperclass student, check ins.*
- *Revision of course schedules to allow for maximum allowable time for internships to be completed.*

*3. Sustainability*

- *Revision of course schedules to allow for maximum allowable time for internships to be completed.*
- *No real sustainability plan other than seeking funding through IDEA part D.*

*Goals of the project vague. Language indicates an increase in:  
# of students seeking SPED degree  
# of students completing SPED degree  
# of disadvantaged students seeking & completing SPED degree  
# of grads obtaining employment in ME*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Janette Kirk

**EVALUATOR DEPARTMENT:** Department of Education

*Decrease in open ed. Tech positions.*

*In this part of the proposal, increase and decrease are not defined. What would constitute as an increase or decrease?*

*Associate professor assuming the additional scope of work for \$17,000/year*

*Not clear how the student scholarships work for \$10,000 for those full time and \$5,000 for those part time.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

**RFA TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** 6/21/2022

**EVALUATOR NAME:** Joseph L. Niesen

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Institution appears to be qualified to conduct the work outlined in the proposal.

*2. Subcontractors*

- None are specifically implied; however, it is assumed that the \$500 identified for a marketing brochure would be purchased through a subcontract.
- QUESTION: Will certification requirement be conducted by the University of New England or will this be through a third party? If the latter, would it be in the form of a contract with the evaluating agency or in the form of payment reimbursement?

*3. Organizational Chart*

- QUESTION: Are the two positions identified in the proposal adequate for the execution of this program?

*II. Proposed Services*

*1. Services to be Provided*

- This appears to be a Special Educator recruitment grant first and a work-based learning experience second. The majority of the application is focused on increasing the number of Special Education teachers within the state with the learning being added as either a full or part-time internship.
- Missing citation information for sources referenced in the document.
- Connection to the 10-year Economic Development Strategy is very weak. The question remains as to what economic impact is expected as an outcome for this program?
- QUESTION: How will the required internship/Special Educator Technician work be coordinated with the educational requirements?
- QUESTION: This program only applies to the 2022, 2023, and 2024 school years. Is this an adequate timeframe for students to complete the training?
- QUESTION: What level of schooling will this program target? Will it apply to all stages of education or will it be focused on Freshmen, Seniors, or other student groups?

*2. Implementation – Work Plan*

- NEGATIVE: Budget does not total properly. Estimated budgetary need is \$157,804 but the total for items in the project budget is \$158,304, which is again different from the amount in the Budget Narrative portion which totals to \$165,064.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202204069

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**BIDDER NAME:** UNE

**DATE:** 6/21/2022

**EVALUATOR NAME:** Joseph L. Niesen

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- The evaluation calls for the creation of a database to track participants, but no funds are specified for the development.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202204069

**RFP TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** 6/22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

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

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- Focused on career training

*2. Subcontractors*

- None, everything in-house

•

•

*3. Organizational Chart*

- Housed within Department of Education at UNE
- Builds on an existing program with required fieldwork

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- Scholarships for students majoring in SPED working as Ed Techs in Biddeford schools
  - 1. Major shortage of special ed teachers in ME
  - 2. Sped teaching struggles with retention – time in the field decreases attrition
- Program to lead to teacher endorsement (certification?)
- Requires students to complete an internship as an ed tech each semester
- Eligibility:
  - 1. Enrolled as Sped major
  - 2. Availability to be hired as an ed tech intern (PT or FTE)
- 7 students in year 1 and 15 for 2023/2024
  - 1. Scholarship funding based on the # of days students work as an ed tech
  - 2. Funding to pay for ed tech certification
  - 3. Ed tech sites required to support course fieldwork
  - 4. Target disadvantaged populations
- Outcomes:
  - 1. Increased interest in Sped, more degree finishers/graduates
- 2. *Implementation – Work Plan*
  - \$157K in funding requested
  - Grant funding provides for efforts to recruit by defraying costs
  - \$145K in scholarships – very little personnel/benefits
  - Sustainability:

**Commented [HEC1]:** Doesn't specify a partnership with Bidd public schools – depends on Ed Tech openings

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202204069

**RFP TITLE:** Higher Education Workforce Grants Work-Based Learning Experiences

**BIDDER NAME:** UNE

**DATE:** 6/22/22

**EVALUATOR NAME:** Erica Carley Harris

**EVALUATOR DEPARTMENT:** Department of Education

1. Looking to obtain additional extramural funding
2. Students could receive a stipend from districts to work as ed techs in return for a promise to seek employment post-grad



STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #:202204069**  
**RFP TITLE: Higher Education Workforce Grants**  
**Work-Based Learning Experiences**

I, Jennifer Tarr accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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

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

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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

DocuSigned by:  
*Jennifer Tarr*  
70EE8D258D1D423...

6/15/2022

Signature

Date



STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #:202204069**  
**RFP TITLE: Higher Education Workforce Grants**  
**Work-Based Learning Experiences**

I, Joseph Leo Niesen, accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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Joseph Leo Niesen  
Signature

6/15/2022  
Date



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202205069**

**RFP TITLE: Higher Education Workforce Grants New or Expanded Programs**

I, Janette Kirk, accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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A handwritten signature in cursive script that reads "Janette Kirk".

Signature

6.23.22  
Date





STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #:202204069**  
**RFP TITLE: Higher Education Workforce Grants**  
**Work-Based Learning Experiences**

I, \_\_\_\_\_ Donna Tiner \_\_\_\_\_ accept the offer to become a member of the Request for Proposals (RFP) 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 RFP.

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DocuSigned by:  
*Donna Tiner*  
49643E298EF048B...

6/15/2022

**Signature**

**Date**



STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #:202204069**  
**RFP TITLE: Higher Education Workforce Grants**  
**Work-Based Learning Experiences**

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6.16.2022

Signature

Date