



**STATE OF MAINE
Judicial Branch**

**Janet T. Mills
Governor**

**Chief Justice
Valerie Stanfil**

SAMPLE AWARD NOTIFICATION LETTER

1 July 2024

Constance Jordan
Behavioral Health Resources of Maine
305 Commercial St., Suite 103
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP # 202403073,
Civil Involuntary Commitment and Treatment Examination Services.

Dear Constance:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for RFP 202403073, Civil Involuntary Commitment and Treatment Examination Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Behavioral Health Resources of Maine

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

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

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

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

Sincerely,

DocuSigned by:
Connor Smith
755F066F9C634D0...

Connor Smith
Procurement Manager
Maine Judicial Branch
125 Presumpscot St,
Portland, ME 04103

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**

RFP #: 202403073

RFP TITLE: Civil Involuntary Commitment and Treatment Examination Services

BIDDER: Behavioral Health Resources of Maine

DATE: 07 June 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch

Name of RFP Coordinator: Connor Smith

Names of Evaluators: Connor Smith, Laura Pearlman, Natasha Jenson

Behavioral Health Resources of Maine was the only bidder for the Civil Involuntary Commitment and Treatment Examination Services RFP 202403073.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403073

RFP TITLE: Civil Involuntary Commitment and Treatment Examination Services

BIDDER: Behavioral Health Resources of Maine

DATE: 07 June 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Acceptable Qualifications

**STATE OF MAINE
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RFP #: 202403073

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BIDDER: Behavioral Health Resources of Maine

DATE: 07 June 2024

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

Evaluation Team Comments:

- I. Overview of the Organization
 - BHRM has been providing these services to the State of Maine for almost a decade.
 - Staff that provides the mental health services is well qualified.
 -
- II. Subcontractors
 - None
- III. Organizational Chart
 - N/A
- IV. Litigation
 - None
- V. Financial Viability
 - Acceptable
- VI. Certificate of Insurances
 - Received

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403073

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BIDDER: Behavioral Health Resources of Maine

DATE: 07 June 2024

**EVALUATION OF SECTION III
Proposed Services**

Evaluation Team Comments:

BHRM'S PROPOSAL MET THE REQUIREMENTS PUT FORWARD IN RFP 202403073. THEY HAVE PROVIDERS THAT WILL BE ABLE TO MEET THE REQUIREMENTS OF THE COURTS FOR CIVIL INVOLUNTARY COMMITMENT AND TREATMENT EXAMINATION SERVICES.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403073

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BIDDER: Behavioral Health Resources of Maine

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**EVALUATION OF SECTION IV
Cost Proposal**

Evaluation Team Comments:

Rate of service for Mental Health evaluators set by the Chief Justice in accordance with Title 34-B, §3864: Judicial procedure and commitment.



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403073**

RFP TITLE: Civil Involuntary Commitment and Treatment Examination Services

I, Connor Smith accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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:

Connor Smith

755E086E9C634D0

6/11/2024

Signature

Date



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**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403073**

RFP TITLE: Civil Involuntary Commitment and Treatment Examination Services

I, Laura Pearlman accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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:
Laura S. Pearlman
C339B97B7EF044C...
Signature

6/12/2024
Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403073

RFP TITLE: Civil Involuntary Commitment and Treatment Examination Services

I, Natasha Jensen accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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:
Natasha Jensen
3AFF9581DBFB408...
Signature

6/11/2024

Date