York Lead Fiscal Agent (LFA) Evaluation Proposal Template

Please limit your written proposal responses to three pages. Budget submission and other required documents do not count towards this page limit.

Proposals should be forwarded to: adam.hartwig@maine.gov

Application scoring will measure the degree to which each applicant meets the following criteria:

1. Applicant is registered to conduct business in the State of Maine.
   Please provide evidence of being registered to conduct business in Maine.

   Proposals which fail to meet any of the pass/fail criteria in a RFP will be rejected. Documentation supporting this decision will be placed on the Bidder’s Team Consensus Evaluation Notes form in the “Pass/Fail Criteria” section. Copies of proposals rejected at this stage will not be distributed to the evaluation team members for consideration.

2. Applicant must demonstrate adequate liability coverage and meet all other requirements to contract with DHHS.

   The Applicant shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Agreement with adequate liability coverage to protect itself and the Department from suits. Providers insured through a “risk retention group” insurer prior to July 1, 1991, may continue under that arrangement. The Applicant shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy. Please provide a copy of your policy rider.

   Proposals which fail to meet any of the pass/fail criteria in a RFP will be rejected. Documentation supporting this decision will be placed on the Bidder’s Team Consensus Evaluation Notes form in the “Pass/Fail Criteria” section. Copies of proposals rejected at this stage will not be distributed to the evaluation team members for consideration.
3. **Ability to provide required services in the Public Health District** (max 5 points)

Please describe your ability to provide the required service(s) in the Public Health District including your physical presence and ability to provide service in all counties in the district. Physical presence and ability to provide service in all counties in district- receives maximum points.

4. **Clear and Adequate Financial controls** (max 5 points)

Please describe your existing financial controls as they relate to this service. Also, describe any additional controls you will implement specific to this service if you are selected. Please submit with this proposal photocopies of your up to date financial standard operating procedures. (These do not count towards the page limit).

5. **Experience administering and distributing grant funds** such as Maine DHHS or other State and/or private/foundation funds.(max 5 points)

Please briefly describe your experience in successfully awarding, distributing, and administering grant funding to other organizations and contractors.

6. **Adequate capacity to hire, house, equip, and supervise staff** (max 10 points)

Please describe your ability to hire, house, equip and supervise designated full time staffing equivalent as requested under this service. Please provide a brief description and timeline for onboarding this staffing requirement. Please describe how you will involve the DCC in the recruitment and evaluation process.

7. **Budget and Proposed Implementation Plan** (max 15 points)

**Budget** (maximum 10 points)

Please provide a proposed budget using the template provided. The department on behalf of the DCC reserves the right to negotiate the final contract budget.

The applicant with the highest percentage of overall funds budgeted for direct service will be awarded maximum points. Remaining candidates will receive a prorated portion of 10 points based on the following formula:

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<thead>
<tr>
<th>Percentage for this Proposal (actual %)</th>
<th>+</th>
<th>Highest Percentage Proposal (actual %)</th>
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<th>Score Weight</th>
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For purposes of this agreement direct service is defined as salary and fringe for the dedicated full
time staffing equivalent (District Coordinator), costs associated with this position (i.e., rent, data
and telephone, supplies) and funds designated for implementation of the selected District Public
Health Improvement Plan (DPHIP) strategy.

**Costs associated with the supervision of dedicated full time staffing equivalent or
administrations of funds are not considered direct service.**

**Proposed Implementation Plan (max 5 points)**

Please provide a proposed implementation plan with a timeline to achieve required deliverables of
this funding. This proposed plan should include deadlines, measures, and outcomes to achieve
the required deliverables and monitor implementation progress.