

**State of Maine
Department of Administrative and Financial Services
Division of Purchases**

**COMMISSIONER'S OR DEPARTMENT HEAD'S REQUEST
FOR CONTRACT/GRANT/PURCHASE APPROVAL**

Department: [Health and Human Services](#)

Date: February 2, 2006

Contractor: [Blanket Approval, Direct Service Provider](#)

Amount: [See Contract](#)

Document #: N/A (Not applicable for contracts and grants)

Pursuant to Executive Order Number 01 FY 03/04, please complete the following when submitting contracts, grants and/or requisitions for approval:

1. Explain the emergency or essential nature of the service, and the impact of delay or postponement.

[The service\(s\) provided through the accompanying agreement are direct client services.](#)

2. Describe the funding source and any required match, whether immediate or by future journal or other transaction.

[See agreement document.](#)

3. Describe the effort made to reduce the contract or requisition amount (i.e. by work reduction, rate concession, delay of purchase, etc.)

[For MaineCare seed only agreements, MaineCare rates are determined using standard methodology.](#)

[For other agreements, efforts are made to maintain or reduce funding levels, to match allocations to service needs, to maximize Federal dollars as appropriate, and to negotiate cost effective services.](#)

4. Contact person name: [see Rider B, #6](#)

5. Signature, Commissioner, Department Head, or designee:

THIS COMPLETED FORM MUST ACCOMPANY EACH CONTRACT, GRANT AND REQUISITION SUBMITTED
FOR APPROVAL.

Part One Contract/Grant Designation

◆ It is required to CHECK ONE of the following options which best describes the attached document:

The document is a **Contract**

The principal purpose of this relationship is to purchase, lease, or barter property or services for the direct benefit of the government.

The document is a **Grant**

The principal purpose of this relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support—with no substantial involvement between the state agency or department and the recipient during the performance of the activity.

Please refer to *State Controller's Bulletin 05-05: Determination of Subrecipient vs. Vendor Relationship* for additional guidance as well as OMB Circular A-133.

Part Two Requisition for Contract/Grant Authorization BP37R (Oct2004)

◆ Please complete any of the following entries which apply to the document (agreement or amendment):

Agency/Department	DHHS					Dept. Contact	Charlie Clemons				
Contractor Name	Elizabeth Jones					Contact Phone	941-4371				
At the right, briefly Describe the Service Provided	Consultant Services					Contract Amount	Not to Exceed \$26,000				
						Amendment Amt.					
						Doc. End Date	7/31/06				
Show Principal Item Coding:	Fund	Agency	Org	SubOrg	Approp	Activity	Object	SubObj	Job No	RptCtgy	
See Standard Agreement Cover Page											

◆ Please respond to all questions applicable for this document. Additional pages may be attached if necessary. NOTE: If this is an amendment, please complete the **Substantiation of Need** section only.

Substantiation of Need. *Include statutory citations, cost savings, which will be achieved, and a history of the relationship with the contractor. Provide services to adults with mental illness.*

Required to fulfill requirements of the AMHI Consent Decree

Impact on the Civil Service System, Describe any displacement or dislocation of state employees. <i>None</i>	Employer/Employee Relationship <i>between the State and the Contractor (if any)</i> <i>None</i>	Effect on State Affirmative Action Efforts. <i>None</i>
NA	NA	NA

Justification for Sole Source Procurement *Is this the only source of the service; is the service so specialized that it can only be effectively obtained from a single source; what will be the impact if the contract is delayed as a result of competitive bidding? Contract Renewal*
NA

Evidence of Prior or Scheduled RFP *If no RFP was issued, show the vendors contacted for quotations. If the value of the contract exceeds \$2,500, attach the written quotations.*

NA

MSEA REVIEW: Date Forwarded:	Purchases File Number:
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◆ Completed forms should be attached to the document and the package forwarded to:

Division of Purchases, 4th Floor, Burton M. Cross Building, 9 State House Station, Augusta, ME 04333-0009

Agreement Number:
DHHS Agreement Number: MH4-06-003

STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Agreement to Purchase Services

THIS AGREEMENT, made this 2nd day of February, 2006, is by and between the State of Maine, Department of Health and Human Services, hereinafter called "Department," and Elizabeth Jones, mailing address 608 Symphony Woods Drive, Silver Spring, MD, 20901, physical address 608 Symphony Woods Drive, Silver Spring, MD 20901, hereinafter called "Provider, for the period of 2/2/2006 to 7/31/2006.

The Employer Identification Number of the Provider is: SS 345409079

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement. The following riders are hereby incorporated into this Agreement and made part of it by reference:

- Rider A -- Specifications of Work to be Performed
- Rider B – Payment and Other Provisions
- Rider G – Provision of Contract Services by Foreign Nationals or Work Performed Abroad

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in one original copy.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

By: _____

Geoffrey W. Green, Deputy Commissioner for Operations and Support
And

ELIZABETH JONES

By: _____

Elizabeth Jones

Total Agreement Amount: \$26,000 (Not to Exceed)

Approved: _____

Chair, State Purchases Review Committee



**STATE OF MAINE
STANDARD AGREEMENT COVER PAGE
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Agreement# **MH4-06-003**
Encumbrance #

Community Agency Name **ELIZABETH JONES**

Address: **608 Symphony Woods Drive, Silver Spring, MD 20901**

Program Name: Elizabeth Jones

Service: Consultation

Geographic Area Served: **Statewide**

DHHS District #

DHHS Region # **All**

Employer ID#: 345409079

Agency Fiscal Year: **JUL-JUN**

FOR DEPARTMENT USE ONLY

Agreement Period

Effective Date: **2/2/2006**

Termination Date: **7/31/06**

Amended Effective Date:

Amended Termination Date:

Type of Agreement

Contract-State Services New

Grant- Client Services Renewal

Amendment

Budget Revision

CFDA #	ACCOUNT #	FY 2006 Encumbrance	FY 2007 Encumbrance	Agreement Total
1.	010-14A-1100-022-3500-4073	\$26,000	-0-	\$26,000
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTALS		\$ 26,000	\$ -0-	\$ 26,000

Agreement Routing:

Agreement Administrator
Purchased Service Manager

Charlie Clemons
Katherine Murray

**STATE OF MAINE
DEPARTMENT OF HEALTH & HUMAN SERVICES**

PROVIDER SUMMARY PAGE

Community Agency/Program Name: Elizabeth Jones _____

Executive Director: Elizabeth Jones _____

Telephone #: 240-423-4648 Fax #: _____

Address: 608 Symphony Woods Dr
Silver Spring, MD 20901 _____

E-mail address: elzjns@aol.com _____

Agreement Contact Person: Same as Above _____

Telephone #: _____ Fax #: _____

Address: _____

E-mail address: _____

Fiscal Contact Person: NA _____

Telephone #: _____ Fax #: _____

Address: _____

E-mail address: _____

Other Contact Information: NA

List all locations where services are provided and include the contact person, telephone number, and hours of service.

Service	Service Site	Contact Person	Telephone #	Hours of Service	License Type and Capacity

RIDER A

SPECIFICATIONS OF WORK TO BE PERFORMED

I. AGREEMENT FUNDING SUMMARY

Funds are provided up to a maximum of \$26,000 under the terms of this Agreement for the provision of consultation services and assistance as outlined below. The level of funding and service descriptions are detailed in Section III Service Specifications and Performance Guidelines and summarized in Budget Form 6 Summary of Services Purchased.

II. GENERAL REQUIREMENTS

The Provider shall submit monthly invoices to the contract administrator. Services shall be billed at \$100 per hour generally; \$75 per hour for travel; and reimbursement for plane fare, airport parking, car rental/gas, and overnight accommodations necessary to perform the services provided under this agreement.

The provider shall submit monthly progress reports to DHHS on each of these tasks.

The Provider further agrees to submit such other data and reports as may be requested by the Agreement Administrator. The Provider shall submit all data and reports to the Department in accordance with 34-B M.S.R.S.A. §1207 and in accordance with Section 6 of Rider B of this Agreement.

III. SERVICE SPECIFICATIONS AND PERFORMANCE GUIDELINES

The contractor will provide consultation and assistance to the Department as described further below, in regard to specific requirements of the AMHI Consent Decree. The following tasks will be completed with input from appropriate Department staff, Court Master, providers, consumers, and others as necessary.

Vocational Services:

Task 1: Review the vocational services plan proposed by the Department to the Court Master on 11/18/05 and develop program requirements for inclusion in a request for proposals for the provision of vocational services for people with mental illness by 5/1/06.

Task 2: Develop evaluation criteria for the purpose of selecting proposals for the provision of vocational services for people with mental illness by 5/1/06.

Hospital Beds:

Task 3: Prepare a report for the Commissioner advising as to the need for additional patient beds at Riverview Psychiatric Hospital by 4/1/06. The report should include a comprehensive analysis of all available and relevant data regarding use of community hospital beds and services, and referrals to Riverview Psychiatric Center.

Continuity of Care:

Task 4: Drawing from information received from various sources, including the Initiative group, prepare recommendations for policies and procedures regarding the use of community and state hospital beds (including use of observation beds), emergency rooms, and crisis services to assure continuity of care for individuals served.

These recommendations will focus on access to inpatient beds that are reasonably near the client's home; delays in community placement for clients who achieve maximum benefit at community and state psychiatric hospitals; management and arrangement of responsibility for providing crisis services; and client movement from one provider to another. Recommendations will be submitted to DHHS by 6/30/06.

RIDER B
PAYMENT AND OTHER PROVISIONS

1. **AGREEMENT AMOUNT:** \$26,000 (Not to exceed)

2. **INVOICES AND PAYMENT.**

The Provider will submit bills for consultant services to Sabra Burdick., Department of Health and Human Services, State House Station #11, Augusta, ME 04333. Payments are subject to the Provider's compliance with all items set forth in the Agreement and subject to the availability of funds.

Total amount of contract shall not exceed \$26,000. Payments will be made upon receipt and approval of invoices for services as described and detailed in Rider A of this Agreement. Successful completion of deliverables is to be determined by the Program Administrator of this Agreement.

Payments are subject to the Provider's compliance with all items set forth in this Agreement and subject to the availability of funds.

3. **BENEFITS AND DEDUCTIONS.** If the Provider is an individual, the Provider understands and agrees that he/she is an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for his/her Income Tax records.

4. **INDEPENDENT CAPACITY.** In the performance of this Agreement, the parties hereto agree that the Provider, and any agents and employees of the Provider, shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.

5. **DEPARTMENT'S REPRESENTATIVE.** The Agreement Administrator shall be the Department's representative during the period of this Agreement. He/she has authority to curtail services if necessary to ensure proper execution. He/she shall certify to the Department when payments under the Agreement are due and the amounts to be paid. He/she shall make decisions on all claims of the Provider, subject to the approval of the Commissioner of the Department.

6. **AGREEMENT ADMINISTRATOR.** All progress reports, correspondence and related submissions from the Provider shall be submitted to:

Name and Title: Charlie Clemons, Agreement
Administrator
Address: 176 Hogan Road
Bangor, ME 04401

Telephone: (207) 941-4371
E-mail Address: Charlie.clemons@maine.gov

who is designated as the Agreement Administrator on behalf of the Department for this Agreement, except where specified otherwise in this Agreement.

The following is designated as the Program Administrator for this Agreement and shall be responsible for oversight of the programmatic aspects of this Agreement.

Name and Title: Sharon L. Sprague
Marquardt Building, 2nd Floor
Address: State House Station #11
Augusta, ME 04333-0011
Telephone: (207) 287-1894
E-mail Address: Sharon.Sprague@maine.gov

7. **CHANGES IN THE WORK**. The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment, signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to execution of the work.

8. **SUB-AGREEMENTS**. Unless provided for in this Agreement, no arrangement shall be made by the Provider with any other party for furnishing any of the services herein contracted for without the consent and approval of the Agreement Administrator. Any sub-agreement hereunder entered into subsequent to the execution of this Agreement must be annotated "approved" by the Agreement Administrator before it is reimbursable hereunder. This provision will not be taken as requiring the approval of contracts of employment between the Provider and its employees assigned for services thereunder.

9. **SUBLETTING, ASSIGNMENT OR TRANSFER**. The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Agreement or any portion thereof, or of its right, title or interest therein, without written request to and written consent of the Agreement Administrator. No subcontracts or transfer of agreement shall in any case release the Provider of its liability under this Agreement.

10. **EQUAL EMPLOYMENT OPPORTUNITY**. During the performance of this Agreement, the Provider agrees as follows:

- a. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a bona fide occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

- b. The Provider shall, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.
- c. The Provider shall send to each labor union or representative of the workers with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights) against their agency by any individual as well as any lawsuit regarding alleged discriminatory practice.
- e. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of service to include accessibility and reasonable accommodations for employees and clients.
- f. Contractors and subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.
- g. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. **EMPLOYMENT AND PERSONNEL.** The Provider shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 M.R.S.A. § 18 or 17 M.R.S.A. § 3104. The Contractor shall not engage on a full-time, part-time or other basis during the period of this Agreement, any other personnel who are or have been at any time during the period of this Agreement in the employ of any State Department or Agency, except regularly retired employees, without the written consent of the State Purchases Review Committee. Further, the Provider shall not engage on this project on a full-time, part-time or other basis during the period of this Agreement any retired employee of the Department who has not been retired for at least one year, without the written consent of the State Purchases Review

Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

12. **STATE EMPLOYEES NOT TO BENEFIT**. No individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise there from directly or indirectly that would constitute a violation of 5 M.R.S.A. § 18 or 17 M.R.S.A. § 3104. No other individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise there from directly or indirectly due to his employment by or financial interest in the Provider or any affiliate of the Provider, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

13. **WARRANTY**. The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. **ACCESS TO RECORDS**. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested.

15. **TERMINATION**. The performance of work under the Agreement may be terminated by the Department in whole, or in part, whenever for any reason the Agreement Administrator shall determine that such termination is in the best interest of the Department. Any such termination shall be effected by delivery to the Provider of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination, and modified accordingly.

16. **GOVERNMENTAL REQUIREMENTS**. The Provider warrants and represents that it will comply with all governmental ordinances, laws and regulations.

17. **GOVERNING LAW**. This Agreement shall be governed in all respects by the laws,

statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Agreement shall be brought in State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.

18. **STATE HELD HARMLESS**. The Provider agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description (hereinafter in this paragraph referred to as "claims") resulting from or arising out of the performance of this Agreement by the Provider, its employees, agents, or subcontractors. Claims to which this indemnification applies include, without limitation, the following: (i) claims suffered or incurred by any contractor, subcontractor, materialman, laborer and any other person, firm, corporation or other legal entity (hereinafter in this paragraph referred to as "person") providing work, services, materials, equipment or supplies in connection with the performance of this Agreement; (ii) claims arising out of a violation or infringement of any proprietary right, copyright, trademark, right of privacy or other right arising out of publication, translation, development, reproduction, delivery, use, or disposition of any data, information or other matter furnished or used in connection with this Agreement; (iii) claims arising out of a libelous or other unlawful matter used or developed in connection with this Agreement; (iv) claims suffered or incurred by any person who may be otherwise injured or damaged in the performance of this Agreement; and (v) all legal costs and other expenses of defense against any asserted claims to which this indemnification applies. This indemnification does not extend to a claim that results solely and directly from (i) the Department's negligence or unlawful act, or (ii) action by the Provider taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of the Department in accordance with this Agreement.

19. **NOTICE OF CLAIMS**. The Provider shall give the Contract Administrator immediate notice in writing of any legal action or suit filed that is related in any way to the Agreement or which may affect the performance of duties under the Agreement, and prompt notice of any claim made against the Provider by any subcontractor which may result in litigation related in any way to the Agreement or which may affect the performance of duties under the Agreement.

20. **APPROVAL**. This Agreement must have the approval of the State Controller and the State Purchases Review Committee before it can be considered a valid, enforceable document.

21. **LIABILITY INSURANCE**. The Provider 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. Prior to or upon execution of this Agreement, the Provider shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy.

22. **NON-APPROPRIATION**. Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations

of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

23. **SEVERABILITY.** The invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

24. **INTEGRATION.** All terms of this Agreement are to be interpreted in such a way as to be consistent at all times with the terms of Rider B (except for expressed exceptions to Rider B included in Rider C), followed in precedence by Rider A, and any remaining Riders in alphabetical order.

25. **FORCE MAJEURE.** The Department may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The Department may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

26. **SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement up to any amounts due and owing to the State with regard to this Agreement, any other Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

27. **ENTIRE AGREEMENT.** This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement that any implied waiver occurred between the parties, which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, or to exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.

Rider G

Provision of Contract Services by Foreign Nationals or Work Performed Abroad

The Maine Legislature has asked the Division of Purchases¹ to determine the country where contracted services will be performed.

The following contract/amendment has been executed with the State of Maine.

1	Division of Purchases Contract Reference
	MH4-06-003
2	Contractor Name
	Elizabeth Jones
3	Brief Contract Service Description
	Consultant Services

1. Will any of the services described in the contract's scope of work be performed outside of the United States of America?

No.

Yes.

2. If you responded "Yes," above, who will perform any of the services described in the contract's scope of work?

Citizens of the USA living abroad. Foreign nationals.

3. In what US state or foreign country is your firm incorporated?

Maryland

Name of the Person Submitting the Information	Voice Phone Number
Elizabeth Jones	(240) 423-4648

Notification of Changes to the Information

A provision of the Resolve requires service providers to notify the Division of Purchases of any changes to this information.

¹ Resolve, Chapter 16, First Special Session-2005.

