



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS – Dorothea Dix Psychiatric Center		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger/ Stacy Martin		
(If applicable) Department Reference #:		DDPC-20-125C		
Amount: (Contract/Amendment/Grant)		Current: \$ 880,600.00 Amend : \$ 368,805.00 Revised: \$ 1,249,405.00	Advantage CT / RQS #:	CT 10A 20190708*0094
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	08/19/2019	Effective Date:	01/01/2022
	Previous End Date:	12/31/2021	New End Date:	12/31/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Alliance Recruiting Resources, Kingwood, Texas		
Brief Description of Goods/Services/Grant:		Locum Tenens Psychologist		
PART II: JUSTIFICATION FOR VENDOR SELECTION				
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)				
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant	
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed	
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed	
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified	
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice	
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization	

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Joint Commission and CMS requires provision of psychology services when necessary to clarify patient diagnosis and provide consultation or direct treatment to resolve issues that resulted in hospitalization or are required for discharge.

To maintain sufficient psychological services to its patients, DDPC needs to continue this existing contract.

The following situation exists creating a need for a contracted psychologist:

1. The DHHS Human Resources staff does not recruit.
2. All recruiting thus far has been through postings on the State website, the job website "Indeed", and advertising on the APA website. We have also reached out to colleagues throughout the state.
3. Verbal responses to any offers have noted that the State pay rate is not competitive with the private sector pay and that Bangor is less appealing than southern Maine as a place to live.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

This contract's vendor recruited and placed the current resource at DDPC. This amendment would continue the existing contract.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated cost is comparable with that of similar locum tenens agencies. DDPC originally accepted multiple vendor solicitations for providing a locum Psychologist and contracted with this vendor, who provided a candidate that DDPC desired to retain.

4. Describe the plan for future competition for the goods or services.

As long as this resource is retained at DDPC, it is the intention to continue to amend the existing contract. Once a new resource is needed, the Locum Tenens Master Agreement will be in place and will be utilized at that time.



PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  66738ED17E0C4B2...		
Typed Name:	Jim Lopatosky	Date:	Dec-28-2021
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	1/14/2022