



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:		Department of Administrative and Financial Services		
Department Contract Administrator or Grant Coordinator:		Shirley Browne		
(If applicable) Department Reference #:		Y86.122 REPORTING CODE NUMBER		
Amount: (Contract/Amendment/Grant)	\$ 1,785,350	Advantage CT / RQS #:	2021063*3834	
CONTRACT				
AMENDMENT	Original Start Date:	7/1/2021	Effective Date:	11/18/2021
	Previous End Date:	6/30/2023	New End Date:	6/30/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Horne LLP, 1215 19 th Street, Northwest, Washington, DC 20036		
Brief Description of Goods/Services/Grant:		Program Design, Reporting and Compliance Services for Maine State Allocations from the Federal American Rescue Plan Act (ARPA). Application Portal and Reporting; Eligibility Analysis and Verification of Award; Future Portal Development		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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 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.

States are under a tight timeline to distribute the Local Fiscal Recovery funds. Horne LLP is a subject matter expert regarding the CARES Act funding and the American Rescue Plan Act (ARPA). Maine needs a turn-key solution to launch and execute the programs under ARPA. Risk analysis, program management, application intake, eligibility review, underwriting, potential payment disbursement, reporting and closeout services are necessary. Having an intake portal to receive applications is critical. The State needs subject matter expertise, consulting, coordination, audit support, and reporting. Horne LLP can meet this need. Additionally, Horne can provide an intake portal to support Non-entitlement Unit's (NEU's) application, a team of local government coordinators to support NEU program questions, eligibility review, and calculation of award services, as well as necessary quarterly monitoring of the NEUs.

Horne LLP can develop a comprehensive risk analysis of Maine's Jobs and Recovery Plan for investing in ARPA resources including short-term and long-term objectives.

Horne LLP can provide additional services upon request. *This PJF is in relation to a change amendment for the additional services being requested.*

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

This vendor has a turn-key solution to launch and execute the programs. They have experience with other states with furnishing full-service support, risk analysis, program management, a call center, application intake, eligibility review, underwriting, payment disbursement, reporting and closeout. This vendor has experience with several states with the CARES Act, Homeowner's Assistance Fund and the Emergency Rental Program. The vendor is working with Tennessee on ARPA and Homeowner's Assistance and has processes, procedures, trainings, and other information ready now to ensure timely distribution of Maine's Local Fiscal Recovery Fund.

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

This vendor includes a fee schedule and fees associated with the identified tasks and will bill according to Horne's hourly rate schedule.

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

PART III: SUPPLEMENTAL INFORMATION

The Department used a Request for Responses process and of the three responses received, Horne LLP included the most relevant experience for supporting CARES Act funding and is also currently providing services for ARPA and Homeowner's Assistance Programs at Tennessee and Arkansas.

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

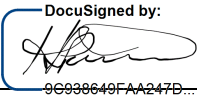
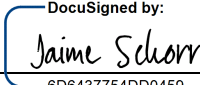
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Heather Perreault	Date:	12/28/2021
Signature of DAFS Procurement Official:			
Typed Name:	Jaime Schorr	Date:	1/21/2022