

**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/ ME CDC/Tobacco and Substance Use Prevention and Control Program		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melinda Farrell		
(If applicable) Department Reference #:		CD0-21-4444C		
Amount: (Contract/Amendment/Grant)	Original: \$875,470.00 Amend: \$ 77,916.00 Revised: \$953,386.00	Advantage CT / RQS #:	CT 10A 20200609000000003812	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	07/01/2020	Effective Date:	10/01/2022
	Previous End Date:	09/30/2022	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:		AdCare Educational Institute of Maine Augusta, ME 04330		
Brief Description of Goods/Services/Grant:		Prevention Workforce Development and Training		

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 checked="" type="checkbox"/>	L. Other Authorization RFP Extended

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 purpose of this amendment is to ensure continuity of important substance use prevention workforce development training and federal grant funded programs while waiting for the release of a new RFP for these services. The Provider shall continue to manage the Prevention Workforce Development Services by providing training, technical assistance, and event logistics including for the annual Prevention Providers Day that is held each November. The Provider shall also continue to administer the Maine Prevention Certification Board, and trainings and technical assistance for the evidence-based adolescent diversion program, Student Intervention and Reintegration Program (SIRP). Due to a new federal grant, additional funding will be provided to support SIRP during this extension period to comply with federal grant deliverables. The Provider shall also provide technical assistance for Department-funded entities implementing the Prime For Life (PFL) universal curriculum.

The Provider will work with the Department and the provider communities to build capacity, assess needs, plan, implement, evaluate, and sustain training and certification programs. A well-trained behavioral health workforce will assist in access to quality and appropriate evidence-based services.

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

The vendor was awarded these services through a competitive award process under RFP 201301460. The Department recently issued RFP 202208133 for a 1/1/2023 contract start date.

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

The costs and rates of this vendor were considered fair and reasonable and the best value for the Department.

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

The Department recently issued RFP 202208133 for a contract start date 1/1/2023.

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: <i>Debra Downer</i> 5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director DHHS Competitive Procurement	Date:	oct-20-2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	1/4/2023