



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
Table with fields: Department Office/Division/Program: DHHS/OCFS; Department Contract Administrator or Grant Coordinator: Jennifer Levesque / Brianne Carrero; (If applicable) Department Reference #: CFS-23-40XXA (See Addendum); Amount: Multiple (See Addendum); Advantage CT / RQS #: Multiple (See Addendum); CONTRACT Proposed Start Date, Proposed End Date; AMENDMENT Original Start Date: 07/01/2022, Effective Date: 07/01/2022, Previous End Date: 06/30/2023, New End Date; GRANT Project Start Date, Grant Start Date, Project End Date, Grant End Date; Vendor/Provider/Grantee Name, City, State: Multiple - See Addendum; Brief Description of Goods/Services/Grant: Transportation Services - Low Income and Child Welfare

PART II: JUSTIFICATION FOR VENDOR SELECTION
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)
Table with 2 columns of justification options:
A. Competitive Process []
B. Amendment [X]
C. Single Source/Unique Vendor [X]
D. Proprietary/Copyright/Patents []
E. Emergency []
F. University Cooperative Project []
G. Grant []
H. State Statute/Agency Directed []
I. Federal Agency Directed []
J. Willing and Qualified []
K. Client Choice []
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 purpose of these template Agreements is to provide Transportation to children involved in open Child Protective Services cases, to individuals who have Low-incomes, and to individuals who have no other reasonable means of transportation to reach necessary destinations.

The Providers determine eligibility, coordinate pickups and drop-offs, and transport each eligible client utilizing private and/or public vehicles.

The purpose of these Amendments is to increase Low Income and Child Welfare Transportation rates by 20% as approved by OCFS/DHHS for CFS-23-4012 WMT, CFS-23-4013 ARTS, CFS-23-4014 KVCAP, CFS-23-4016 RTP, CFS-23-4017 WCAP, CFS-23-4019 YCCAC, and CFS-23-4020 DCP and to increase State mileage reimbursement from \$0.45 to \$0.46 effective 10/01/2022 for Providers previously listed.

In addition, Low Income (SSBG) funding of \$58,117.67 is being added to CFS-23-4017 WCAP for transportation services now being provided in Knox, Lincoln, and Sagadahoc counties (previously covered by CCI).

This Amendment also makes language changes to all Agreements listed above and CFS-23-4021 RideSource.

CFS-23-4015 Penquis, CAP is not being included in the Amendment Addendum due to ongoing negotiations.

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

The Department is using the current Providers because they have been in place for more than 20 years, and have the knowledge and infrastructure required to meet the transportation needs of OCFS's Child Welfare and Low Income clients. Having new agencies provide the service would require significant start-up costs to purchase transportation vehicles, hire agency drivers/recruit volunteers, and purchase software to manage routes and schedules.

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

The rates for these services are the same as in the main Agreements and reflect flat rates over the past several years. The rate for State mileage reimbursement is \$0.45 per mile from 07/01/2022 through 09/30/2022. Effective 10/01/2022 State mileage reimbursement increased to \$0.46 per mile.

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

The Department awarded a contract as the result of RFP# 202003059, Evaluation of the Department of Health and Human Services Transportation Programs. The evaluators report and recommendations will inform the most effective and cost-efficient method of procuring these services in the future.

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:		Date:	21 - Nov - 22
Signature of DAFS Procurement Official:			
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	1/20/2023

Addendum to PJF

CFS-23-40XX Amend A
 Transportation Services – Low Income and Child Welfare

CFS-23-4012	Orig: \$ 22,480.00	Amd A: \$ 00.00	Revised: \$ 22,480.00
CFS-23-4013	Orig: \$ 440,920.00	Amd A: \$ 00.00	Revised: \$ 440,920.00
CFS-23-4014	Orig: \$ 701,559.00	Amd A: \$ 00.00	Revised: \$ 701,559.00
CFS-23-4016	Orig: \$ 731,220.00	Amd A: \$ 00.00	Revised: \$ 731,220.00
CFS-23-4017	Orig: \$ 140,325.00	Amd A: \$ 58,117.67	Revised: \$ 198,442.67
CFS-23-4019	Orig: \$ 370,506.00	Amd A: \$ 00.00	Revised: \$ 370,506.00
CFS-23-4020	Orig: \$ 358,864.00	Amd A: \$ 00.00	Revised: \$ 358,864.00
CFS-23-4021	Orig: \$ 688,616.33	Amd A: \$ 00.00	Revised: \$ 688,616.33
TOTALS	Orig: \$3,454,490.33	Amd A: \$58,117.67	Revised: \$3,512,608.00

Advantage CT / RQS #:

CFS-23-4012	20220711000000000074	Western Maine Transportation Auburn, ME
CFS-23-4013	20220711000000000075	Aroostook Regional Transportation Services Presque Isle, ME
CFS-23-4014	20220711000000000076	Kennebec Valley CAP Waterville, ME
CFS-23-4016	20220711000000000078	Regional Transportation Program Portland, ME
CFS-23-4017	20220711000000000079	Waldo Community Action Program Belfast, ME
CFS-23-4019	20220711000000000080	York County Community Action Corporation Sanford, ME
CFS-23-4020	20220711000000000081	Downeast Community Partners Ellsworth, ME
CFS-23-4021	20221003000000000984	RideSource Norway, ME