



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 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CT 10A, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns: Justification options A through L, each with a checkbox.

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.

Our DHHS/DLC/Community Health Program currently has fifteen (15) surveyors, three (3) supervisors, and one (1) program manager who interpret and implement regulations for Maine's assisted housing and behavioral health programs. DLC also conducts complaint investigations of allegations of unsafe practices and/or events in facilities, to ensure compliance with, as well as the investigation of, possible resident right violations. Community Health Program surveyors need up-to-date training to ensure they have the skills to conduct a thorough, factual, and accurate complaint investigation. In addition, DLC surveyors often collaborate with law enforcement, adult protective services, and other entities during complaint investigations; their findings can lead to court filings and appeal hearings, and having the tools and skills to conduct a thorough, factual, well-documented, and accurate investigation is essential.

The National Association for Regulatory Administration ("NARA") provides these much-needed training services. Founded in 1976, NARA is an international organization whose mission is "consumer protection through prevention." NARA's members include individuals and organizations from the United States and Canada who are dedicated to promoting excellence in human care regulation and licensing through leadership, education, collaboration and services. NARA members represent part-day and residential licensing from the fields of childcare, child welfare, adult care, assisted living, drug and alcohol and disability licensing.

NARA provides training and consultation to regulators on such topics as: rule formulation, legal and constitutional issues, managing complaints, enforcement, provider support services and ethics through on-site training for states/provinces/territories, the NARA Annual Licensing Seminar, and other conference presentations. NARA also provides on-site consultation and technical assistance on such topics as regulatory reform, organization development, workload standards and instrument design. In addition, NARA conducts research studies on topics such as types and frequency of inspections, emerging trends and enforcement strategies. Finally, NARA responds to numerous telephone, email and web-site requests for technical assistance in a broad range of topics relating to regulatory administration and licensing issues.

This particular training provides both new and experienced regulators with a thorough background of what it means to be a regulator, how to ensure the providers protect the health, safety, and welfare of vulnerable adults in care, and further provides a blueprint to the collection of evidence and preparation for success in administrative hearings or reaching settlement agreement that leads to compliance. These services enhance and refine the delivery by states' licensing services by regulators to providers and the public.

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

DHHS/DLC is not aware of an equivalent training offered within the state, by the Bureau of Human Resources, under contract with the University of Maine system, or by any other means. DHHS previously has previously used NARA for regulatory training via sole-source contracting (NARA Child Care Licensing Curriculum, 2015).

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

The contract fee of \$25,000.00 translates into a global cost for three days of in-person training for twenty-five (25) individuals, as well as organizational membership in NARA for twenty (20) individuals, for one (1) year.

The proposed fee is inclusive of all NARA's costs, such as, but not limited to, training time, preparation time, administrative support, copying, and all travel related costs (air, local transportation, lodging, etc.) for the Instructor(s).

In regard to classroom time, the course package includes:

➤ Introduction to Regulatory Enforcement (approx. 5-hour course);

PART III: SUPPLEMENTAL INFORMATION

- Introduction to the Phases of the Licensing Process, Investigation, and Evidence (approx. 10-hour course);
- History, Rulemaking and Ethics in Human Care Regulation (approx. 4-hour course session); and
- Balanced Use of Authority, Managing Complaints and Suppressing Illegal Operations (approx. 5-hour course):
 - For a total of twenty-four (24) hour courses or 3 days of training.

The fee also includes 1-year organizational membership in NARA, for up to 20 individuals which has:

- A NARA Web conferences for members – web conference for members-only on emerging trends and policy considerations for licensing;
- A NARA Membership Directory – online, searchable directory that keeps members in touch and helps professionals find others in their position in other states and provinces;
- A NARA Licensing Newsletter – an e-newsletter that provides members with information on legal issues, new research, member news and articles from guest contributors;
- The NARA Forum –online, interactive, interest groups for adult care, child care, child welfare; and
- Reduced Rates on Professional Development, Services and Materials – significantly reduced registration and fees for the NARA activities and products such as:
 - NARA Annual Conference and Licensing Seminar; and
 - NARA Webinar Series.

A full listing of membership benefits is available at <https://www.naralicensing.org/member-levels>.

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

At present, DHHS/DLC understands that NARA is the only source for this certification and is the nationally recognized provider for this training.

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

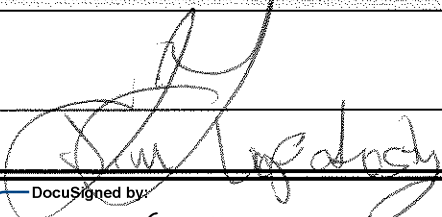
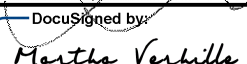
Does this request utilize ARPA/MJRP funds?

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:	7-Dec-23
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	1/5/2024