

# State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW				
Department Office/Division/Program:	Maine CDC / BFRSS			
Department Contract Administrator or Grant Coordinator:	Chris Moiles/ Ryan Roberts			
(If applicable) Department Reference #:	CD0-18-1255C			
Estimated Contract or Grant Amount:	Amend \$ 173,624.00 New Total \$1,215,371	Advantage CT / RQS #:	CT-10A- 20171215*1969	
AMENDMENT	Original Start Date:	1/1/18	New Start Date:	1/1/20
	Original End Date:	12/31/19	New End Date:	4/30/20
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
ALL OTHER	Proposed Start Date:		Proposed End Date:	
Vendor/Provider/Grantee Name, City, State:	Issues & Answers Network, Inc. Virginia Beach, VA			
Brief Description of Goods/Services/Grant:	Behavioral Risk Factor Surveillance			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization - RFP Extended

PART III: SUPPLEMENTAL QUESTIONS
Please respond to ALL of the following questions.
<b>1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.</b>
<p>Issues &amp; Answers has conducted the Maine BRFSS survey for the past 24 months and cannot financially afford to continue providing services at the cost they initially proposed in the 2017 RFP. The Department will start the process to RFP BRFSS data collection services for 2020. Issues and Answers has agreed to extend the current contract for the next four months while the RFP process continues.</p>

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Procurement Justification Form**

**PART III: SUPPLEMENTAL QUESTIONS**

The Dept. receives Federal grant funding which requires the collection of the health-related data and has used and will continue to use other funding sources in this agreement to further these efforts. These additional funds will ensure the data collection efforts are continued meeting the Federal requirements and the needs of the Department."

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

Currently, there are only two other vendors and several colleges throughout the United States that are familiar with the data collection of BRFSS data and working with the USCDC at this level. The current vendor has been collecting Maine's data for the past several years, has done a great job hitting the performance targets within the contract. Selecting a new vendor at mid-point within the contract would not be beneficial to the Department.

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

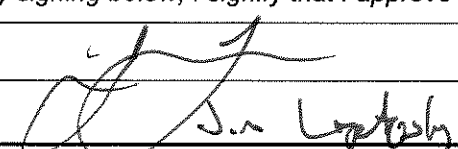
The vendor's costs to extend the current contract for four months is \$173,624.

The Department has been discussing the issue with the Deputy Director of Contract Management. The Deputy Director suggested the Department negotiate with the vendor at a fair and reasonable rate, (however, the increase could not exceed 5%). The vendor is not interested in continuing to do business at this rate but has agreed to extend the contract until a new RFP is released.

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

The Department anticipates issuing a RFP with a contract start date of 5/1/2020. (T2020001)

**PART IV: APPROVALS**

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>		<b>Date:</b>	21-Jan-20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	2/10/2020