



## 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:	DPS/EMS/EMS-C			
Department Contract Administrator or Grant Coordinator:	Marc Minkler			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	20240318*2515	
<b>CONTRACT</b>	Proposed Start Date:	3/22/2024	Proposed End Date:	3/24/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	American Academy of Pediatrics, Maine Chapter, 30 Association Drive, Box 190, Manchester, ME 04351			
Brief Description of Goods/Services/Grant:	3 day conference track planning and delivery			

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 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 checked="" 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.

The Maine EMS for Children ("EMSC") program is contracting with the Maine Chapter of the American Academy of Pediatrics ("AAP") to participate in their annual conference. The AAP will facilitate a track aimed at pediatric readiness and disaster planning during the overall conference. This EMSC track will occur alongside the other conference offerings. The Maine AAP will handle all registrations, setup, resources, costs for speakers and keynote speakers, as well as hotel accommodations for speakers and panelists. This will also include full conference registrations for speakers and panelists, and 5 Emergency Medical Services ("EMS") scholarships for attendance at the full conference. This expenditure has been approved by the Health Resource Services Administrations ("HRSA"), who funds the entirety of the EMSC budget and reviews all expenditures for allowance, the Maine EMS Board, and the Maine EMS Director. The federally approved budget has a line item for this expenditure. The conference track within the full AAP conference will aim to achieve performance measures within the HRSA EMSC grant 5 H33MC31622-07-00, including:

National EMS Performance Measure #1:

*To increase the percent of hospitals with an Emergency Department ("ED") recognized through a statewide, territorial, or regional standardized program that are able to stabilize and/or manage pediatric emergencies. A significant component of this metric is to support the education and preparation of pediatric emergencies through simulation, process review, and Quality Improvement benchmarked readiness.*

National EMS Performance Measure #2:

*To increase the percent of hospitals with an ED that have a designated nurse, physician, or both who coordinates pediatric emergency care. This is achieved through the attendance of Pediatric Emergency Care Coordinators ("PECC") and promotion of the need for PECCs within EMS and hospital systems.*

National EMS Performance Measure #1.4 :

*To increase the percent of hospitals with an ED that have a disaster plan that addresses the needs of children. This will be achieved through examples of disaster plan components and resources that each attendee can bring back to their hospital and EMS agency for consideration and implementation.*

These three metrics are critical components of meeting the federal HRSA grant objectives and will be reported on in 2023-2024 annual report of activities to Maine EMS and HRSA.

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

The Maine American Academy of Pediatrics chapter hosts the only statewide pediatric conference in Maine. As fully a third of the EMSC grant required performance measures aim to improve hospital readiness, education, and planning, this is the only opportunity to join into an existing conference in Maine. A specific track is being added for EMSC and will be managed and coordinated by the experienced staff of the AAP. Maine EMS currently has no experience or resources to host, coordinate and conduct such a conference. With the conference just a few days away on March 22<sup>nd</sup> and with the delay in the contract process as a result of some confusion and miscommunication the Department is entering this as an emergency justification.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Maine EMS for Children program met with the AAP, a Maine 501(c)(3), and used their experience of conference planning and coordination to determine costs for management, organization, and planning of the conference track as part of the overall AAP conference. The conference planning activities from the AAP staff equate to several hundred hours of planning and organization pre-conference, during the conference, and post conference. Additional costs include facilities, audio visual materials, a booth to promote EMSC, inclusion in program materials, registration, and costs for 8 different presenters, including the keynote speaker. We also created 5 scholarships for EMS to attend, and reduced admission for all other EMS providers by 50%.

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

We will utilize Procurement Services competitive bid processes in the future if we become aware of other conference opportunities.

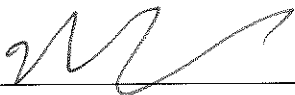

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- 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:	Michael J Sauschuck	Date:	3/18/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>2D5B6E39F57E44A...</small> </div>		
Typed Name:	William J.E. Allen	Date:	3/19/2024

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