



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS /OC		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Lyndsay Frank		
(If applicable) Department Reference #:		Multiple, see attached		
Agency Department Code:	10A	Advantage CT / RQS #:	Multiple, see attached	
Amount: (Contract/Amendment/Grant)		\$10,484,797.68 Projected spend		
CONTRACT	Proposed/Original Start Date:	12/15/2021	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:	1/1/2027	New End Date (if Applicable):	06/30/2027
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Multiple, see attached		
Brief Description of Goods/Services/Grant:		Long Term Staffing Master Contract		

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 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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION
<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>The purpose of this amendment is to extend the contract period to allow adequate time to competitively procure for future long term staffing services.</p> <p>This master agreement contract will provide the Department with Long-term Resource Support for a variety of upcoming and ongoing projects through highly skilled, experienced and qualified vendors who will perform recruitment and payroll services.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.</p> <p>The vendors were selected through RFP 202108125 through 12/31/2026.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>Each vendor provided an all-inclusive mark-up rate for the administrative costs and related benefits including vacation and holiday compensation as part of the overall Resource cost and rate.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>

PART III: SUPPLEMENTAL INFORMATION

The Department is in the process of developing an RFP for anticipated contract start date 7/1/2027. The original plan was to have the RFP published already – however this was delayed due to competing Department priorities and the review of the service in general. Because this is for long-term contracted resources, the Department needs a runway of at least twelve months to continue services.

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Jeanne Garza	Date:	02/20/2026

Procurement Justification Form (PJF)

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II.** The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>2A644AF5681F482...</small> David Morris	Date:	3/16/2026

NOI 0320260170 03/17/2026 -03/23/2026

Procurement Justification Form (PJF)

DHHS Office: COM
Service: Long Term Staffing- SFY22 Amendment 1

Vendor Name	Agreement Number	Amend	CT 10A	Start Date	End Date	Amend Amount	Projected Amount
LanceSoft	COM-22-6501	A	21120900000000000041	12/15/2021	6/30/2027	0	\$326,201.58
Maxim Healthcare Services	COM-22-6503	A	21120900000000000043	12/15/2021	6/30/2027	0	\$1,545,877.02
Medical Care Development	COM-22-6504	A	21120900000000000039	12/15/2021	6/30/2027	0	\$2,450,557.92
Public Consulting Group	COM-22-6505	A	21120900000000000000	12/15/2021	6/30/2027	0	\$6,162,161.16
Total Items	4				Totals		\$10,484,797.68