

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DHHS/OBH/Tara McCarthy/Sara Wade	
Department Contract Administrator or Grant Coordinator:		Nancy Tan/Ryan Roberts	
(If applicable) Department Reference #:		OSA-20-429	
Amount: (Contract/Amendment/Grant)	\$ 111,395.00	Advantage CT / RQS #:	CT-10A-20200326*2671
CONTRACT	Proposed Start Date:	05/01/2020	Proposed End Date: 09/30/2020
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Adcare Educational Institute of Maine, Inc	
Brief Description of Goods/Services/Grant:		Conference Coordination and Logistical Support	

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	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		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The significance of the opioid crisis in Maine has created the urgent need for Providers and Stakeholder to access training opportunities available on this topic. The Provider shall provide logistical support, planning, scheduling, and material and resource coordination services for the 2020 Summit. This shall include coordination and procurement of venue, speakers, registration, printing, payment services, photographer, continued education credits, Livestreaming/AV services, on-site coordination, and other tasks as identified and

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

agreed upon.

Due to the prolonged recovery period expected under the pandemic COVID-19, most specifically realizing the potential for incident spikes in population health, the final venue and delivery method have not been finalized at this time. Once the venue and delivery method have been determined using the most up-to-date guidance from US CDC, this contract may be amended to support additional costs. Those costs would be 1) associated costs to secure the venue for the event and 2) cost adjustments where deliverables such as Livestreaming and AV services need to be adjusted due to increased virtual demand realized by the shifting nature of the COVID-19 pandemic

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

The vendor brings unique qualifications as demonstrated by provision of conference planning and coordination for DHHS for multiple conferences. The expertise and infrastructure of this vendor of specific benefit to DHHS for provision of these services include significant provision of workforce development and training regarding opioid use disorder, established professional relationships with organizations essential to coordination of a summit of this magnitude, knowledge of presenter resources through the vendor's role as the SAMHSA designated New England Prevention Technology Transfer Center, and a significant history of provision of logistical support for substance use disorder focused conferences and trainings.

This selected vendor has proven capacity to provide significant logistical support, technical support and coordination of conference facilities to provide a large-scale training event to address approximately 1,500 participants from across the State.

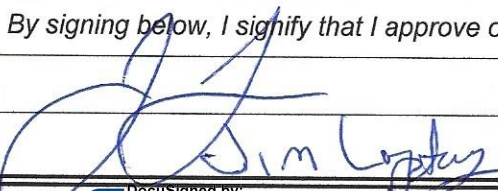
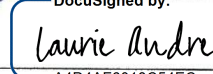
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Vendor worked with the Program Manager, Senior Project Manager, and the Director of Opioid Response to establish a budget based on expenses and revenues forecasted. In comparison to last year's conference (and other similar events), these rates are consistent with the acknowledgement that this year's event has expanded to three days.

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

The Department will RFP for the coordinator of next year's summit, with an expected **award date** of Jan 31, 2021.

State of Maine Procurement Justification Form

PART IV: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	24 - Apr - 20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>A4D4AF6018C54EC...</small> Laurie Andre	Date:	4/29/2020