

## 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.

PART I: OVERVIEW			
Department Office/Division/Program:	DPFR / Insurance		
Department Contract Administrator or Grant Coordinator:	Vanessa J. Sullivan 624.8452		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$75,000	Advantage CT / RQS #:	20190520 3492
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	07/01/2019	Effective Date:
	Previous End Date:	06/30/2021	New End Date: 06/30/2023
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Rector & Associates, Inc. 172 State Street, Ste. 305 Columbus, OH 43215		
Brief Description of Goods/Services/Grant:	Financial Analysis Professional Services		
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>X</b>	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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:			
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>			
Pursuant to 24-A M.R.S.A., the Maine Bureau of Insurance ("MBOI") is charged with the financial oversight of domestic insurance companies. Due to the complexity of a certain Maine domiciled insurance companies, the MBOI has an immediate need to secure financial analysis support. The MBOI needs to procure financial analysis services in order to meet regulatory requirements set forth by the National Association of Insurance Commissioners ("NAIC"). Specifically, the MBOI needs to engage a highly specialized financial analysis firm with specific skills related to insurance holding company oversight, and the NAIC's Own Risk Solvency Assessment ("ORSA") initiative.			

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

a. Sufficient staffing and expertise is slowly becoming available within the Department. MBOI staff continues to develop the skills necessary to analyze and regulate complex insurance companies pursuant to NAIC prescribed holding company guidelines.

b. Other governmental resources (local, state, or federal agencies) external to the department are not available to perform the service more efficiently or more cost effectively than the requested sole source. There are no other known insurance holding company/ORSA analysts within state government or any known federal government resources that are available to the MBOI.

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

Previous contracts for examination services ranged from \$130.00 to \$140.00 per hour. As such, the \$150 hourly rate represents only a \$10 per hour differential for a significantly greater skill set.

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

The MBOI does not foresee the need for future competition planning. With this amendment MBOI staff training will continue. The services related to this engagement will be on an as needed basis only, not continuous, over the contract duration.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*

*Anne L. Head*

**Printed Name:**

Anne L. Head

**Date:**

04/7 /2021

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Debbie Jacques*

**Printed Name:**

1DFA565D481F42E...  
Debbie Jacques

**Date:**

4/13/2021