



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:	DPFR / Insurance		
Department Contract Administrator or Grant Coordinator:	Vanessa J. Sullivan 207-624-8452		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$50,000	Advantage CT/RQS:	20221201 1506
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/2/2023	Effective Date:
	Previous End Date:	6/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Taro Health Plan of Maine, Inc. c/o Verrill, One Portland SQ, PO Box 586 Portland, ME. 04112		
Brief Description of Goods/Services/Grant:	Premium Credit Rebate Program Services		
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 Provider shall make available during the period November 2021 through the end of the program, currently scheduled for April 2023, or until funds last, premium credits to eligible MBSBs pursuant to MJRP parameters. These disbursement services shall be made in accordance with Maine P.L. 2021, c 483, Part C, An Act To Provide Allocations for the Distribution of State Fiscal Recovery Funds (LD 1733) to implement the Small Business Health Insurance Premium Support Program and any rules promulgated by the MBOI.

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

The intent of Maine P.L. 2021, c 483, Part C, An Act To Provide Allocations for the Distribution of State Fiscal Recovery Funds (LD 1733) is to reimburse health insurance companies for providing premium credits to small group employers that provide health insurance to their employees.

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

This is a reimbursement agreement.

The Taro contract estimate, not available at December 5, 2022, has been projected at March 22, 2023 to be \$50,000. This amendment funds the Taro contract.

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

None contemplated.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	<i>Anne L. Head</i>		
Typed Name:	Anne L. Head	Date:	04/ 07 /2023
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Typed Name:	Kathy Paquette	Date:	4/26/2023