



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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:		DHHS Office of Aging and Disability Services and the Governor's Cabinet on Aging	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Stacy Martin	
(If applicable) Department Reference #:		ADS-24-9012	
Amount: (Contract/Amendment/Grant)	\$ 804,600.00	Advantage CT / RQS #:	CT 10A 20240301*2389
CONTRACT	Proposed Start Date:	3/1/2024	Proposed End Date: 3/31/2025
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:		Southern Maine Agency on Aging (SMAA) Biddeford, Maine	
Brief Description of Goods/Services/Grant:		Developing community liaison positions at each of the five (5) Area Agencies on Aging (AAAs).	

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 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.

This pilot initiative supports key priorities established by the Governor's Cabinet on Aging and Maine's State Plan on Aging to support older adults and caregivers living in the community with critical needs. In part, this grant is intended to bridge communications, referrals, navigation, and resource-sharing between the five Area Agencies on Aging (AAA's) and Maine's Lifelong and Age Friendly communities. Maine has over 150 Lifelong and Age Friendly communities across the State.

See Governor's press release Funds for all five (5) area agencies will be administered through this one contract and the Vendor will disburse and oversee subcontracting to the other four (4) AAAs.

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

The Area Agencies on Aging (AAAs) are uniquely and solely positioned to provide these contracted services based on their state-designated role within Maine's network of aging services providers to provide information and referral services to older adults and caregivers. A key goal of this grant is to increase collaboration and partnership at the state, regional, and community level in connecting older adults and caregivers to community resources and the AAAs, as designated Aging and Disability Resource Centers, are essential partners in this work due to their designation as AAAs under the federal Older Americans Act. Southern Maine Agency on Aging (SMAA) was selected due to its current leadership role in the Maine Association of Area Agencies on Aging (M4A), representing all five AAAs in Maine. The other four AAAs support SMAA holding this contract on their collective behalf.

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

The costs proposed under this agreement are deemed to be fair and reasonable because they are in alignment with other agreements held between the Department and the AAAs.

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

This agreement is a time-limited pilot program, funded by ARPA Section 9817 funding, which is currently set to expire on 3/31/2025. RFP OADS20242 has been created should this become an ongoing need.

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).

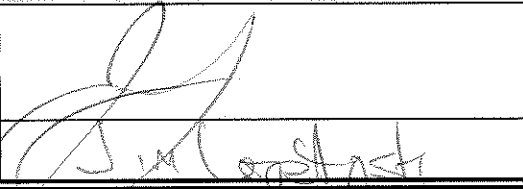
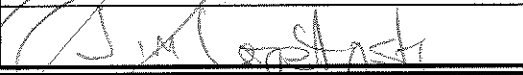
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

Procurement Justification Form (PJF)

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:		Date: 25 - Mar - 24
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD	
Typed Name:	Kathy Paquette	Date: 4/16/2024