



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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/OADS, OBH, Commissioner's Office/Marketing Campaigns	
Department Contract Administrator or Grant Coordinator:		Althea Harris / Melanie Boucher	
(If applicable) Department Reference #:		ADS-25-9714	
Amount: (Contract/Amendment/Grant)	\$100,165.00	Advantage CT / RQS #:	CT 10A 20250206000ADS259714
CONTRACT	Proposed Start Date:	03/01/2025	Proposed End Date: 02/28/2027
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:		Human Services Research Institute (HSRI) Cambridge, Massachusetts	
Brief Description of Goods/Services/Grant:		Consultation	

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.

The purpose of this Contract is to assist the Department in the management and monitoring of the SIS-A Assessment implementation in Maine.

The Provider shall perform analysis, reporting, and make recommendations on the use of data analysis to support the development of the Lifespan Project. As part of that support, Provider will develop a Resource Allocation Framework and Service Tiers, as well as collect and analyze service expenditure data for support in design.

Since 2021, HSRI has been engaged with OADS with the following tasks:

- Selecting an assessment tool for measuring the support needs of individuals receiving Home and Community Based Services.
- Developing supplemental questions to gather additional information about support needs
- Supporting the verification process associated with collecting additional information about support needs
- Developing a support needs framework and conducting a record review to confirm the support level criteria
- Developing associated annual budget level amounts for the anticipated Lifespan waiver
- Providing implementation support including assistance with waiver language and supporting materials

In the upcoming scope of work, we propose the following tasks to assist OADS to effectively implement the support needs framework that creates the foundation of the tiered rate structure that is expected to be incorporated in the Lifespan waiver, and potentially other existing HCBS waivers.

This contract will begin starting March 1, 2025 and continue to February 28, 2027.

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

HSRI is uniquely qualified to provide these services. It has developed and refined a comprehensive strategic planning framework which has proven success in leading to needed systemic improvements in other states nationwide. HSRI has developed frameworks in Colorado, Georgia, Louisiana, Rhode Island, North Carolina, Hawaii, Minnesota, and Oregon. HSRI also previously performed work related to the current need in Maine from 2012 to 2017 on a prior implementation of the SIS. Recently, HSRI has supported the Department with stakeholder engagement and a process to select an assessment instrument from 2021 to present. HSRI knows and understands the Department's history, process, and goals associated with the SIS and Lifespan project, and is uniquely experienced with the SIS, the DD/ID population, and the Department. HSRI can implement methods for systematically assessing the support needs of individuals and tools.

Human Services Research Institute (www.hsri.org), a national non-profit, tax-exempt corporation, was founded in 1976 to improve the availability and quality of supports for children and adults with disabilities and other vulnerable populations. HSRI staff strongly support efforts to improve community-centered responses to human needs, leading to approaches that are family and person-driven and most apt to result in increased independence and self-sufficiency among service

PART III: SUPPLEMENTAL INFORMATION

recipients in the fields of developmental disabilities, mental health, physical disabilities and child welfare. HSRI headquarters in Cambridge, MA.

HSRI has substantial experience related to assessing individual support needs and use such information to help shape system re-design efforts. What follows are selected descriptions of such work.

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

The Department considers the cost of this agreement fair and reasonable based on favorable comparison to the rates in a previous contract with this Provider for similar services.

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

Lifespan is publicly projected to begin on July 1, 2026, and yet HSRI's services will be required until Lifespan is officially completed, which is unknown, and is subject to multiple dependencies that are outside of Maine DHHS's control.

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. **Amendment does not include the above funds.**

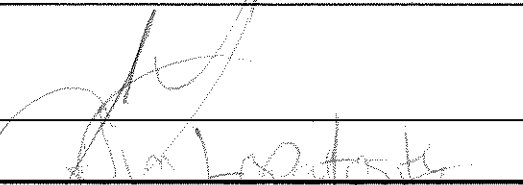
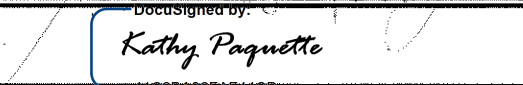
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	17-Mar-25
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/2/2025