



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Office of MaineCare Services / Rachel Boynton	
Department Contract Administrator or Grant Coordinator:		Stephanie Wood / Jennifer Levesque	
(If applicable) Department Reference #:		OMS-26-903	
Agency Department Code:	10A	Advantage CT / RQS #:	202602270000OMS26903
Amount: (Contract/Amendment/Grant)	\$80,000.00		
CONTRACT	Proposed/Original Start Date:	4/1/2026	Proposed/Most Recent End Date: 3/31/2028
AMENDMENT	New Effective Date:	N/A	New End Date (if Applicable): N/A
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Reentry Network (MERN) PO Box 7157, Lewiston, ME 04240	
Brief Description of Goods/Services/Grant:		Community Advisory Board	

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

In January 2025, OMS was awarded a federal CMS CAA Planning grant to support the implementation of new requirements under the Consolidated Appropriations Act of 2023. This funding runs from 1/13/25 through 6/30/29. Included in the award was funding to accomplish the objective of developing and implementing the CAB. All support for this contract is included in the federal award.

As a best practice in developing programmatic initiatives, the Department is committed to ensure that the design and implementation are informed by the lived experience of populations who will be served. This contract is to develop, implement and manage a Community Advisory Board of 15 members with lived experience in carceral settings and transitions to community services upon release. The CAB will provide essential guidance to inform the quality and effectiveness of Justice Initiative implementations.

This is a two-year contract with approved federal funding, providing community engagement services to the Office of MaineCare Services’ Justice Initiatives, with ability to renew for the full federal grant period. The community engagement provider will apply MERN’s expertise and relationships with people with lived-experience transitioning from carceral to community settings to develop a Community Advisory Board (CAB). The CAB will guide the DHHS OMS Justice Initiatives, including the Consolidated Appropriations Act and 1115 Reentry waiver justice components.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The provider is unique in their statewide experience and support of individuals transitioning from carceral facilities to the community. To successfully engage community members with experience re-entering communities from incarceration, the provider must already have existing relationships and collaborations with carceral and reentry populations in the state, The Maine Reentry Network (MERN) provides reentry support across the state, and has relationships across the state to support transitions from carceral settings to the community. MERN is a statewide organization with the mission of connecting and supporting Maine’s reentry community. MERN represents the community to the formerly incarcerated, and the formerly incarcerated to the community.

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

Project costs have been determined to be fair and reasonable in negotiations between the State and the Maine Reentry Network. Project costs include the following: salaries; wages; travel at approved state rate; participant engagement supplies including meeting stipends; and indirect costs. Engagement supplies for the CAB and other miscellaneous services have been reviewed

PART III: SUPPLEMENTAL INFORMATION

and approved as necessary and reasonable by the State. The funding to support the scope of work for this request is approved by CMS as part of the CAA Section 206 Planning Grant award. CMS approval extends through the full period of the award; we are proposing this initial two year contract, with option for extension through 6/30/29 with agreement by both parties

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

This contract is supported under an approved and awarded federal grant from the Centers for Medicare and Medicaid (CMS). The CAB will be required for the duration of the award to ensure that lived experience with community transitions and reentry informs the design, implementation and assessment of the CAA and 1115 Reentry Waiver. Upon completion of this federal award OMS will work with community partners to transition the work if appropriate. The federal grant provides 100% funding for community engagement deliverables included in this request.

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.


PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Ligatostky	Date:	18-Mar-26
2. Additional signature required ONLY if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by:  Kathy Paquette		
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	3/31/2026