



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:		DHHS/OADS/LTSS/Workforce Development	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque/Storm Dexter	
(If applicable) Department Reference #:		ADS-26-9336 A	
Agency Department Code:	10A	Advantage CT / RQS #:	CT-10A-20250630000ADS269336
Amount: (Contract/Amendment/Grant)		Amend: \$12,855.00 Revised: \$23,096.00	
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date: 12/31/2025
AMENDMENT	New Effective Date:	12/31/2025	New End Date (if Applicable): 8/31/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		University of Maine System dba University of Southern Maine Portland, Maine	
Brief Description of Goods/Services/Grant:		Workforce Development Database Enhancements / Learning Management System	

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 checked="" 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.

The purpose of this amendment is to allow additional time to develop the Direct Service Worker (DSW) Learning Management System (LMS) and to maintain access for active learners in the LMS.

Personal Support Specialist (PSS) workforce training and certification programs for non-licensed staff are vital to the Long-term Services and Supports system. Services under the MaineCare Benefits Manual as well as services in some grant-funded agreements rely on LTSS providers to have qualified staff through training and certification programs. OADS does not have the capacity to provide the administration of these certification programs and utilizes the University of Southern Maine's Muskie School of Public Service' Catherine Cutler Institute's Center for Learning (CFL) / USM for this administration. Muskie CFL serves as a center of excellence in this work, aiming to improve and maintain training and certification standards.

This Contract is necessary to provide Personal Support Specialist (PSS) training and certification for Long Term Services and Supports (LTSS) service providers, ensuring a well-trained and credentialed professional and paraprofessional workforce. This Agreement builds on the preceding work of USM Muskie's CFL work through MH4-24-3000. It leverages the University's expertise and experience in workforce programs and systems development, management, and administration to support the Department's certification programs.

The Provider shall work with the Department and the provider communities to build capacity, assess needs, plan, implement, evaluate, and sustain training and certification programs. A well-trained PSS workforce will assist in access to quality and appropriate evidence-based services. This Agreement includes certification process administration, database management, and oversight and maintenance of the integrated learning management system development for the PSS certification program, seeking to automate administrative processes and create sustainable platforms. This agreement will result in an enhancement and refinement of current databases, systems, processes, and training and certification programs.

Although the Department is aware of the recently awarded contract, which will be administered by OBH for the Learning Management System (LMS) separate from this Contract, implementation of the State LMS will take time and currently the costs are still being negotiated. The timeline for external utilization of the LMS, including cost and processes, is presently undetermined, was previously anticipated to be in place by January 1, 2026. That deadline will not be reached so this amendment is to extend this contract to allow additional time for the OBH contract to be implemented.

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.

PART III: SUPPLEMENTAL INFORMATION

The Center for Learning (CFL) at the Muskie School of Public Service collaborates with the Maine Department of Health and Human Services’ OADS to promote excellence in the PSS workforce. CFL supports best practice and informs policy in the area of workforce development through administering competency-based certification programs for staff working in the LTSS field on behalf of DHHS-OADS. CFL assists in developing knowledge competencies, designing and implementing quality assurance processes, and assessing workers’ qualifications.

The Learning Management System contains historical information, including firewalls, to ensure only appropriate individuals/agencies have access to specific relevant data sets. Information collected includes participant name, location, level of education, employment status, application status, active Certifications, renewal status, and contact information.

This Contract provides the opportunity to contribute lasting improvements to PSS policy, training, and practice, bringing expertise to a state agency to improve the overall health and welfare of the most vulnerable citizens in Maine. It enhances the opportunity for the University to meet its service mission and engages students in graduate assistantships, supporting the University’s teaching mission.

Project responsibilities and leads will be shared by both OADS and Muskie CFL such that both entities share responsibility in the design and planning, and its execution and documentation.

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 University. Project costs include the following: salaries; wages; employee benefits; supplies and materials; software; and indirect costs, which are partially covered by the vendor, as part of the Contract. Salaries and wages are at the current State and University standard rates for State and University employees.

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

This service will be folded into the OBH administered contract resulting from RFP #202406113 for Professional Training and Certification Services. There has been a delay in negotiations regarding this contract and OADS would like to ensure that we have a temporary mechanism in place to avoid gaps in service thus this amendment to extend through August 2026 to allow time for that contract to be implemented.

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:		Date:	1/5/26

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 designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: 		
Typed Name:	kathy blais	Date:	4/29/2026