



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/MaineCare Services and Office of Aging & Disability Services – Lori Harding	
Department Contract Administrator or Grant Coordinator:		Nancy Tan / Jennifer Levesque	
(If applicable) Department Reference #:		ADS-19-9712G	
Amount: (Contract/Amendment/Grant)	Current: \$2,592,874.00 Amend: \$1,436,427.00 Revised: \$4,029,301.00	Advantage CT / RQS #:	CT 10A 20190607*3744
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	06/01/2019	Effective Date:
	Previous End Date:	05/31/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Economic Systems, Inc. Falls Church, Virginia	
Brief Description of Goods/Services/Grant:		Consultation, Research, Training	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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. 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 amendment provides additional funding for two tasks:

1. Revised resource needs due to average level of non-compliance per setting and updated the process necessary for heightened scrutiny settings. This represents an increase in hours per setting based on the increased amount of non-compliance that has been identified per setting. The reason for this is that many settings are being found to have both substantial policy and practice remediation needs. This necessitates more intensive work with the heightened scrutiny settings to evaluate and provide feedback more often. (This increase, combined with \$267K in funds that are previously in the contract, is represented by the second line item under Task 11, "Monitoring" on the Attachment A Cost Table of the contract.)
2. New resources to provide technical assistance in addition to processing progress updates and reviewing policy and practice remediation. Providers have voiced a strong desire for the Department to provide this additional technical assistance in order to ensure provider success in achieving compliance. (This new task is represented by Task 14, "Technical Assistance" on the Attachment A Cost Table of the contract.)

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

This amendment expands upon work already being conducted by the contracted vendor.

The Provider has the technical ability and expertise to provide comprehensive services to the State to meet the obligations under the HCBS rule and Person-Centered Planning. The Provider's subject matter expert (SME) will be leading the Maine team to provide the necessary services to the State and coordinate the continuing and additional work.

CMS and the Administration for Community Living (ACL) contracted with subject matter experts working with EconSys to provide technical education and information for all states on implementation of the HCBS rule. Furthermore, EconSys has prior experience in Maine, with DHHS on an Office of Aging and Disability Employment Policy Technical Grant (2013-2016) coordinating a comprehensive workplan and documentation portal for the three-year project which included assistance to analyze the 2015 STP in relationship to State statutes and policies, and development of provider self-assessments for the HCBS rule implementation. EconSys' data collection experience spans over 25 years. EconSys has developed data collection tools, both web-based and Microsoft Excel-based, to collect programmatic data.

The unique qualifications, experience, and expertise in the HCBS final rule, Person Centered Planning process, and the previous experience with Maine make EconSys the preferred vendor.

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

The Department has determined that the cost proposed by EconSys is fair and reasonable based upon comparison with other, similar consulting contracts.

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

The Department does not intend to issue an RFP for this one-time service.

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

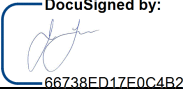
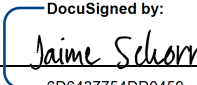
Does this request utilize ARPA/MJRP funds?

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):	 66738ED17E0C4B2		
Typed Name:	Jim Lopatosky	Date:	Apr-01-2022
Signature of DAFS Procurement Official:	 6D6437754DD0459...		
Typed Name:	Jaime Schorr	Date:	5/16/2022