



**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/OBH/DEEP/Patrick Bouchard Stephanie Kadnar (OBH PA)	
Department Contract Administrator or Grant Coordinator:		Lora Blackwell / Althea Harris	
(If applicable) Department Reference #:		OSA-23-202	
Amount: (Contract/Amendment/Grant)	\$ 67,000.00	Advantage CT / RQS #:	CT 10A 2022042600000002625
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2024
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:		ADE, INC Clarkston, Michigan	
Brief Description of Goods/Services/Grant:		Testing services, use of copyrighted standardized assessment instruments (NEEDS and JASAE) administered to individuals attending a DEEP educational class.	

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 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 services provided in this contract aids in meeting the statutory requirement that OUI (Operating Under the Influence) offenders must complete which is a preliminary assessment to screen for those individuals who need further intervention (evaluation and/or treatment services). The NEEDS is the standardized assessment instrument for use with adult offenders, and the Juvenile Automated Substance Abuse Evaluation (JASAE) is the standardized assessment instrument for use with offenders under 21 years of age. These services assist in protecting and maintaining the public safety of the citizens of Maine.

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

This provider has the unique capability to meet the needs of DEEP to carry out the specific requirements for preliminary assessment of OUI offenders set forth in statute. The Provider offers tested and proven standardized instruments that are essential tools in providing a quality assessment process and efficient gathering of client data. These are the only instruments available nationally that collect standard data on the client population, incorporate multiple surveys for outcome or follow-up measures, and generate scored reports. The Provider offers discrete instruments for both the adult and juvenile populations. The Provider currently provides a distinct service for the DEEP programs that aids in meeting the statutory criterion for assessing OUI offenders.

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

From surveying available standardized assessment instruments nationally for this population and market in 2009, it is evident that ADE currently offers the most comprehensive services for the least cost per instrument. All costs for software, data collection, and report generating are covered in the "per-instrument" fee.

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

The Department does not intend to RFP this service.

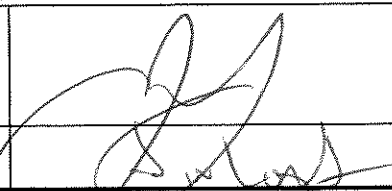
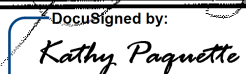
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

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):			
Typed Name:		Date:	<i>5-24-22</i>
Signature of DAFS Procurement Official:			
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	5/24/2022