

# State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

## PART I: OVERVIEW

Department Office/Division/Program:		Maine State Board of Nursing			
Department Contract Administrator or Grant Coordinator:		Kim Esquibel			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 10,000	Advantage CT / RQS #:	CT 02N 20230502*3006	
CONTRACT	Proposed Start Date:	06/01/2023	Proposed End Date:	05/31/2024	
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:		Rebekah J. Smith, Esq., Union, ME			
Brief Description of Goods/Services/Grant:		Hearing Officer			

## PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

Adjudicatory hearings for the State Board of Nursing as scheduled throughout the year on an as-needed basis.

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## PART III: SUPPLEMENTAL INFORMATION

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

The office does not have an in-house hearing officer. This individual is familiar with the Board of Nursing hearing process.


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

This individual is currently retained by this office and other state agencies as needed; her rate is \$170/hour. Her paralegal's rate is \$60/hour.

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

The Board works with the Commissioner's office to secure alternative hearing officers.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Kim Esquibel	<b>Date:</b>	5-2-2023
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Thomas Paquette</i>		
<b>Printed Name:</b>	Thomas Paquette <small>249502C7B71A49A...</small>	<b>Date:</b>	5/4/2023