



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 Office of Aging and Disability Services and the Governor's Cabinet on Aging; Elizabeth Gattine, Governor's Cabinet on Aging Coordinator		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell		
(If applicable) Department Reference #:		ADS-24-9011		
Amount: (Contract/Amendment/Grant)		\$1,481,048.96	Advantage CT / RQS #:	CT 10A 20240223000000002328
CONTRACT	Proposed Start Date:	3/1/2024	Proposed End Date:	3/31/2025
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:		University of Maine Center on Aging Orono, ME		
Brief Description of Goods/Services/Grant:		Technical assistance, training development, and fiscal agent services for oversight of grant awards to Maine's Lifelong communities for the Governor's Cabinet on Aging's "Community Connections" pilot. See Governor's press release		

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. 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 pilot initiative directly supports priorities established by the Governor's Cabinet on Aging and aligns Maine as an Age Friendly state with the activities of Maine's Age Friendly/Lifelong Communities. This work benefits older adults by addressing critical needs, strengthens community resiliency and infrastructure, and provides low cost early interventions that can help delay or prevent more expensive institutional care. It is not feasible for the state to provide technical assistance or contracting directly with each community due to the number of these communities and the lack of capacity and expertise to meet the goals of this initiative in the timeframe required by the federal funding source.

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

UMaine's Center on Aging is uniquely and solely positioned to provide these contracted services as it is the only statewide provider of technical assistance to the 130 plus Maine's Age Friendly/Lifelong communities and has long-standing and established relationships statewide. In its current role, the Center on Aging provides, technical assistance and training that supports the communities that are the focus of the Cabinet's Community Connection pilot. Staff at the Center on Aging have extensive national expertise in the Age Friendly community movement and are recognized leaders in this area in Maine. This includes development and delivery of training materials, including the award-winning Roadmap to Livability series; design of a virtual Age-Friendly Leadership Academy for AARP; and development of a statewide peer-learning networks that engage older adults and community members in planning and implementing local change that provides a foundation for the Community Connections pilot. Importantly, the Center on Aging provides fiscal agency services and oversees distribution and monitoring of AARP grants and as well as other grant funding to individual communities and manages the AmeriCorps and Fellows programming that provides stipends and support to community volunteers. It is not feasible for the State to contract directly with communities based on the number of communities due to administrative burden and lack of capacity to disperse and monitor small grant amounts to communities across the state for a variety of activities that represent the Governor's Cabinet on Aging's priorities.

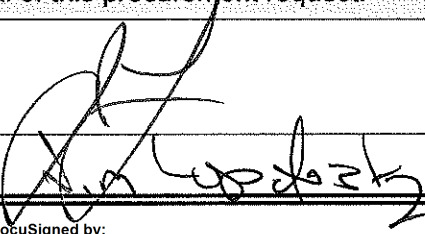
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Approximately 50% of the funding represents mini-grants and direct support that will pass through to Maine's Age Friendly/Lifelong communities. The remaining funds for UMaine Center on Aging are consistent with other University contracts for similar work.

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

This agreement is a time-limited pilot program, funded by ARPA Section 9817 funding, which is currently set to expire on 3/31/2025. If this were to become an ongoing need, a competitive award process would be considered.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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: 22-Apr-24
Signature of DAFS Procurement Official:	DocuSigned by: David Morris 2A644AE5681E482
Typed Name:	Date: 5/3/2024

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