



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:		Office of Special Services and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 257,606.00	Advantage CT / RQS #: 20231201*1542
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2025
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:		MCD Global	
Brief Description of Goods/Services/Grant:		Procurement management services	

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

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.

CDS is currently addressing substantial procurement needs, including their data management system which provides case management and reporting functions. This system is critical to the mission of CDS and there is a significant need to move quickly and have a person dedicated to the management of the process.

The CDS data system is insufficiently designed to provide reliable, accurate information necessary to inform Part B 619 State and Federal reporting. Manual data validation and fiscal interoperability are time consuming, resulting in processing delays and reduced reimbursement from public and private insurance. A data system change will require extensive implementation work, provider training, and public outreach to ensure a smooth transition. Knowledge of IDEA Part B and Part C regulations, CDS services and service delivery system, Medicaid, IEP requirements, and state procurement system are integral for success within this transition. The special project manager will manage the data system RFP process, assist with the drafting and implementation of the Data Standard Operating Procedures for CDS and DOE, and act as a state agency liaison providing outreach to community partners and providers.

This work is a top priority for CDS and the current staff does not have the capacity to adequately monitor and support its progression.

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

Through this contract, the Department will receive the services of Dara Fruchter. Dara has a unique skill set based on her knowledge of CDS and procurement processes that uniquely qualifies her to meet the needs of the Department within the timeframe of the Department's immediate need to move these procurements forward.

Dara has experience with the State RFP process and contracts, and knowledge of CDS services and processes. She successfully managed a CDS Part C Rebranding project from inception to implementation. She developed and wrote the Part C Rebranding RFP; managed the bidder selection process and contract; oversaw the creative development, deliverables, timeline, and implementation.

Dara has extensive experience in the Early Childhood field and during her current contract period has represented CDS on a multitude of high-level statewide collaborations, including:

- University of Maine / New Hampshire Collaborative Training: Project SCOPE (Supporting Children of the Opioid Epidemic). As SCOPE faculty, Dara teaches and supports the SCOPE ECHO facilitation team. Her expertise is Neonatal Abstinence Syndrome (NAS) and Plans of Safe Care (federal laws and requirements).
- Project SCOPE is an educational collaboration between ME and NH professionals working with children and families.
- Educational cohort participants include; early interventionist, child protective services, special educators, physical therapists, early head start, head start, state-level administrators and leadership, and many others working on behalf of infants and children.

- Dara is involved with Maine's Plan of Safe Care (POSC); *also* represents Maine on Los Angeles County POSC Pilot Workgroup).
- Dara helped to establish and maintain a system to ensure referral of infants and children with established conditions, specifically: Advocating for the inclusion of CDS on the Plan of Safe Care (hospital discharge instructions) for all children born exposed to substances in utero.
- Dara serves as the Child Development Services contact for recently established referral pathway between Maine's Office of Child and Family Services (OCFS) and CDS Central Referral, for all substance exposed infants.
- Dara sits on the Maternal Fetal Infant Mortality Review Board (MFIMR), ME CDC.
- Dara is a member of the Maine Perinatal Systems of Care Workgroup, DHHS.
- Dara is a member and former leader of the Maine Substance Exposed Infant and Maternal Use State Steering Committee, DHHS.
- Dara is currently co-overseeing and providing administrative support for Maine's Brazelton Touchpoints Trainer Team and carrying-out responsibilities as a Maine's Touchpoints Site Coordinator.
- Dara is a member of the CradleME Workgroup, ME CDC.
- Dara is a state-level representative for MaineMOM Women's Advisory Group Informing DHHS initiatives Supporting Families Living with Substance Use Disorder, ME OMS.

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

The rates are comparable to others who contract for related services and the funding was allocated to the grantee since she has extensive expertise in Early Childhood with a focus on executive project management.

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

This is expected to be a one-time need for the Department. If there is an ongoing need for support in this area, this will be assessed at the conclusion of this contract term following State procurement guidelines.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

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):



Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta	Date:	5/3/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	4/8/2024