



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State Procurement Services.

PART I: OVERVIEW

Department Office/Division/Program:		DHHS/Office of MaineCare Services	
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Emily Clifton	
(If applicable) Department Reference #:		OMS-24-228A	
Amount: (Contract/Amendment/Grant)	Original: \$1,593,889.00 Amend A: \$795,985.23 Revised: \$2,389,874.23	Advantage CT / RQS #:	CT 10A 20230809000000000304
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	12/1/2024
	Previous End Date:	New End Date:	11/30/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Southern Maine Portland, ME	
Brief Description of Goods/Services/Grant:		Healthcare Data Analysis and Professional 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 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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 Agreement professional services, subject matter expertise, and systems management for the following 8 major functional areas:

1. Serve as a subject matter content expert on all Department-specified applications;
2. Operate a HelpDesk OMS and DLC systems;
3. Provide healthcare data analytic services;
4. Prepare the Children's Health Insurance Program (CHIP) annual report;
5. Provide subject matter expertise and professional services for CMS required tools;
6. Provide subject matter expertise and professional services to support OMS and DLC systems;
7. Provide data analysis and strategic recommendations regarding State licensing functions;
8. Provide subject matter expertise in support of the MDS online training portal for providers and OMS.

The purpose of this amendment is to extend the contract period, continue healthcare data analysis in cooperation with the Office of MaineCare and add funds to facilitate the extended period.

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

The provider was selected through competitive bidding RFP 201808173.

Initial Start Date *	6/1/2019	Initial End Date *	11/30/2021
Renewal 1 Start Date	12/1/2021	Renewal 1 End Date	11/30/2023
Renewal 2 Start Date	12/1/2023	Renewal 2 End Date	11/30/2024

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

The costs and rates were reviewed during the RFP process to assure best value for the Department.

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

The Department initiated RFP OMS20251 to competitively procure these services for a new contract start date of 12/1/2025.

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.

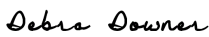

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	Apr-28-2025
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/19/2025