



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS//OBH Eliza Fielding		
Department Contract Administrator or Grant Coordinator:		Jeanne Garza/Stephanie Wood		
(If applicable) Department Reference #:		OSA-27-909		
Agency Department Code:	10A	Advantage CT / RQS #:	202604150000OSA27909	
Amount: (Contract/Amendment/Grant)		\$ 990,000.00		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Association of Recovery Residences Portland, Maine		
Brief Description of Goods/Services/Grant:		Recovery Residence Management		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 availability of recovery housing resources supports Governor Mills' executive order #2 FY19/20 dated February 6, 2019, section IV-B. This contract for services also supports the objectives of the Opioid Response Strategic Action Plan – "Priority I in the Plan (Strategy 20): Build and support recovery-ready communities includes as a current activity, *c. funding for recovery housing units* and as a priority future activity: *g. Increase Funding for safe and affordable housing for individuals in recovery.*" This service provides subsidized beds at qualifying Recovery Residences to support individuals with varying abilities to pay. It is crucial to support low-barrier access to these services.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This service had been initially administered by Maine Housing but transitioned to this provider in 2023. It is OBH's desire to continue to offer financial support to certified Recovery Residence's, as they are an important part of the Recovery service continuum of care.

MARR was selected as the only qualified vendor to provide these services. MARR, is an affiliate of the National Association for Recovery Residences (NARR), is the State designee for the ethical and sustainable management of high-quality recovery residences throughout the State of Maine. MARR oversees the certification of Recovery Residences utilizing the national standards established by NARR which include review of house operations, policies, and physical inspection.

MARR provides training and technical assistance to current and prospective Recovery Residence operators related to best practices, ethical standards, and safety. In September 2022, MARR launched a data collection initiative utilizing the REC-CAP resident data management platform. In addition to managing intake, move-in/move-out, and other client management functions, houses will now collect recovery capital scores for all residents at move-in and at 45-day intervals to help demonstrate the behavioral changes residents experience in response to the safe, structured, sober housing offered at Recovery Residences.

As the certification entity for Maine Recovery Residences, MARR possesses unique industry information, and information unique to the house operators, that allows them to create, implement, and manage the bed subsidy program outlined in this agreement. MARR's industry knowledge was critical in the creation of the bed-night-rate which established the foundation of this subsidy. In establishing the rate, MARR consulted with other State affiliate who administer similar subsidy programs in partnership with their States Recovery Departments.

Further, because MARR is currently leading the enhanced data collection initiative for Recovery Residences, MARR is able to provide detailed analysis about the positive impact of a bed subsidy for new residents in eligible houses.

MARR supported the development of the model redesign, researching best practices used in other States and administered by other NARR affiliates. This new model has allowed a significant expansion of the Residences supported by these funds, increasing the number of houses participating from 17 to 54.

PART III: SUPPLEMENTAL INFORMATION

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

The level of subsidy, or bed-night-rate, was determined by comparing the average operating costs and tenant payments for Level 2 and Level 3 Recovery Residences. The bed-night-rates and allocation of subsidized beds was assigned based on the total number of beds at each residence as follows:

Total beds in organization	Subsidized beds
1-10	1
11-21	2
22-32	3
Add 1 additional subsidized bed for every 11 additional beds in the organization	+

Level 2 MARR Certified houses may receive \$24/bed night

Level 2 rural MARR Certified houses may receive \$27/bed night

Level 3 MARR Certified houses may receive \$26/bed night

Level 3 rural MARR Certified houses may receive \$29/bed night

Additionally, allowances for a single additional subsidized bed were included for Recovery Residences in rural counties where access to MARR Certified Recovery Residences is very limited.

Based on these financial calculations, this newly designed program has expanded access of Recovery Housing subsidy funds from 17 MARR certified houses to 63 who meet the eligibility requirements.

Costs for the administration of this service were negotiated with the provider and are in line with similar services provided in Maine.

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

The Department does not intend to competitively procure this service in the future.

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) or (026) – 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

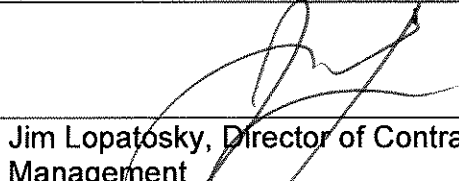
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosky, Director of Contract Management	Date:	29-Apr-26

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:	Signed-by: 		
Typed Name:	41C2BA36FAF44GD... Kathy Blais	Date:	5/26/2026