

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.

PART I: OVERVIEW				
Department Office/Division/Program:	DHHS/OCFS			
Department Contract Administrator or Grant Coordinator:	Chris Moiles/Mary Alderman			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ See Addendum	Advantage CT / RQS #:	See Addendum	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	07/01/2018	Effective Date:	
	Previous End Date:	06/30/2020	New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	See Addendum			
Brief Description of Goods/Services/Grant:	Transportation Services – Low Income and Child Welfare			

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
X	B. Amendment		H. State Statute/Agency Directed
X	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:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The purpose of these template Agreements is to provide Transportation to children involved in open Child Protective Services cases, to individuals who have Low-incomes, and to individuals who have no other reasonable means of transportation to reach necessary destinations.</p> <p>The Providers determine eligibility, coordinate pickups and drop-offs, and transport each eligible client utilizing private and/or public vehicles.</p> <p>The purpose of this Amendment is to make year-end adjustments to Child Welfare Transportation and Child</p>

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PART III: SUPPLEMENTAL INFORMATION

Welfare Taxi services funding for the Transportation Providers listed below. The increase/decrease will be to State General Funds for SFY2020.

Add \$62,000.00 Child Welfare Transportation for Aroostook Regional Transportation Services (ARTS) as their CW Transportation funding was depleted in January 2020. In addition, there was not enough CW Transportation funding to cover the full January 2020 invoice. The remaining balance due for CW Transportation Services in January 2020 is \$13,665.91; this amount is included in the \$62,000.00.

Add \$162,000.00 Child Welfare Transportation for Regional Transportation Program (RTP) and \$25,000.00 in CW Taxi funding to cover invoices through June 2020 and also to cover the approved invoices for CW Transportation from October 2018 through November 2019. The total of these invoices combined is \$74,166.70; this amount is included in the \$162,000.00.

Add \$7,800.00 Child Welfare Transportation for Waldo Community Action Partners (WCAP) to cover invoices through June 2020.

This Amendment will also include disencumbering Child Welfare Transportation funding from the following Transportation Providers as they are projected to have a significant amount of CW Transportation funding available on June 30, 2020:

\$150,000.00 from Penquis, CAP (PCAP) CW Transportation;
\$75,000.00 from Downeast Community Partners (DECP) CW Transportation; and
\$31,800.00 from Downeast Community Partners (DECP) CW Taxi.

The total amount being added to ARTS, RTP and WCAP is \$256,800.00.

The total amount being disencumbered from PCAP and DECP is \$256,800.00.

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

The Department is using the current Providers because they have been in place for more than 20 years, and have the knowledge and infrastructure required to meet the transportation needs of the Child Welfare and Low Income clients. Having a new agency provide the service would require a large amount of start-up costs to purchase transportation vehicles, purchase software to manage routes and schedules, and to hire agency drivers/recruit volunteers.

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

The Department is using the same rates for this service, as in the current Agreement, and in the past years' Agreements.

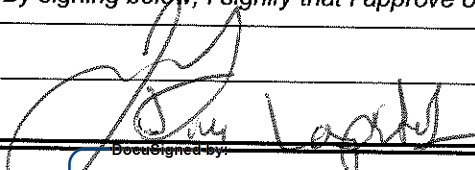
4. Describe the plan for future competition for the goods or services.

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PART III: SUPPLEMENTAL INFORMATION

The Department is in the process of competitively procuring RFP 202003059, Evaluation of Transportation, to evaluate the services to determine the most effective and cost-efficient method of procurement. RFP 202003059 has a contract start date of 7/1/2020.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:			
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>	Date:	<i>23 Jun 20</i>
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	6/29/2020

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**Office: OCFS
Service Group: Transportation Services (Low Income + Child Welfare Year-end Adjustment)
Start: 7/1/2018
End: 6/30/2020**

Vendor	CT	Agreement Number	Amendment Amount	Total Agreement Amount
Aroostook Regional Transportation System, Inc.	CT 10A 20180417000000003178	CFS-19-4013C	\$62,000.00	\$737,285.00
Penquis CAP, Inc.	CT 10A 20180417000000003180	CFS-19-4015B	(\$150,000.00)	\$1,448,206.00
Regional Transportation Program, Inc.	CT 10A 20180417000000003181	CFS-19-4016B	\$187,000.00	\$1,247,576.00
Waldo Community Action Partners	CT 10A 20180417000000003182	CFS-19-4017B	\$7,800.00	\$219,224.00
Downeast Community Partners	CT 10A 20180417000000003184	CFS-19-4020C	(\$106,800.00)	\$670,081.00
Grand Total:			\$0.00	\$4,322,372.00