

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		DHHS Riverview and Dorothea Dix Psychiatric Centers			
Department Contract Administrator or Grant Coordinator:		Matt Galletta/Kristen King			
(If applicable) Department Reference #:		DRPC-22-004			
Amount: (Contract/Amendment/Grant)	\$38,000.00	Advantage CT / RQS #:	10A 20210423*2916		
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2022	
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:		Baker, Newman & Noyes PO Box 507 Portland, Maine 04112			
Brief Description of Goods/Services/Grant:		CMS & Medicare consulting including the preparation and submission of the Medicare Cost Report for SFY 2021.			

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
	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.**

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PART III: SUPPLEMENTAL INFORMATION

For Riverview & Dorothea Dix Psychiatric Center's

SERVICE # 1: Consultation

Consultative services for review of inpatient and outpatient billing procedures, regulations and guidance provided to the Department of Health and Human Services personnel. Provide on-site guidance relative to the documentation requirements at the two psychiatric hospitals and their clinics.

SERVICE # 2 Medicare Report

For review and impact analysis of Medicare and Medicaid settled cost reports; on-site assistance as needed for Medicare field audits and various reimbursement meetings related to Medicare and Medicaid reimbursement activities.

SERVICE # 3 Research

Provider will research potential additional Medicare and Medicaid cost report reimbursement opportunities for which the facilities operated by DHHS may qualify. The research will include research from previous years. At the conclusion of this phase, the provider will present an executive summary of the findings for information and planning.

This service is separate and distinct from any other contracted activities provided to the State of Maine including MaineCare.

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

Medicare Part A cost reports specific to State psychiatric hospitals (IMD's) are only submitted by Riverview Psychiatric Center and Dorothea Dix Psychiatric Center. No other State agency or department has any involvement with these specific services beyond the two facilities and the DHHS Service Center. There are no local, state or federal agencies that produce Medicare Part A cost reports for State psychiatric hospitals. The Department does not have sufficient staffing, resources or expertise to provide these services.

Baker Newman Noyes has extensive experience successfully developing and submitting Medicare Cost Reports for State run mental health facilities. They are the only consulting firm in Maine submitting these unique cost reports for both State facilities (RPC & DDPC) and private psychiatric hospitals (Spring Harbor Hospital).

This vendor has been working in tandem with Riverview Psychiatric Center, Dorothea Dix Psychiatric Center and the Department on not only current Medicare Cost Reports but the resubmission of prior year reports as well. Their in-depth knowledge of the hospital's prior cost reports is needed to assess the applicability for these resubmissions. The Department needs to draw upon the Vendor's knowledge/experience that is specific to the State psychiatric hospitals.

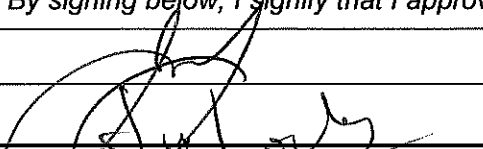
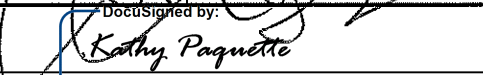
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The contract budget for this year is based on the previous agreement. The required hours needed to complete these services are considered the minimal necessary. The vendor is already familiarized with DDPC and RPC accounts which reduces needed preparation time and associated costs.

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

The Department does not intend to RFP these services.

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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:		Date:	9-Dec-21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	6/15/2021