

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.

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Department of Administrative and Financial Services			
Department Contract Administrator or Grant Coordinator:		Shirley Browne			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 1,100,000		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	07/01/2021		Proposed End Date:	06/30/2023
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:		Horne LLP, 1215 19 th Street, Northwest, Washington, DC 20036			
Brief Description of Goods/Services/Grant:		Program Design, Reporting and Compliance Services for Maine state allocations from the federal American Rescue Plan Act (ARPA)			

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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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States are under a tight timeline to distribute the Local Fiscal Recovery funds. Horne LLP is a subject matter expert regarding the CARES Act funding and the American Rescue Plan Act (ARPA). Maine needs a turn-key solution to launch and execute the programs under ARPA. Risk analysis, program management, application intake, eligibility review, underwriting, potential payment disbursement, reporting and closeout services are necessary. Having an intake portal to receive applications is critical. The State needs subject matter expertise, consulting, coordination, audit support, and reporting. Horne LLP can meet this need. Additionally, Horne can provide an intake portal to support Non-entitlement Unit's (NEU's) application, a team of local government coordinators to support NEU program questions, eligibility review, and calculation of award services, as well as necessary quarterly monitoring of the NEUs.

Horne LLP can develop a comprehensive risk analysis of Maine's Jobs and Recovery Plan for investing in ARPA resources including short-term and long-term objectives.

Horne LLP can provide additional services upon request.

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

This vendor has a turn-key solution to launch and execute the programs. They have experience with other states with furnishing full-service support, risk analysis, program management, a call center, application intake, eligibility review, underwriting, payment disbursement, reporting and closeout. This vendor has experience with several states with the CARES Act, Homeowner's Assistance Fund and the Emergency Rental Program. The vendor is working with Tennessee on ARPA and Homeowner's Assistance and has processes, procedures, trainings, and other information ready now to ensure timely distribution of Maine's Local Fiscal Recovery Fund.

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

This vendor includes a fee schedule and fees associated with the identified tasks and will bill according to Horne's hourly rate schedule. The vendor proposes that their total fee for the services outlined for each task shall not exceed the stated amounts for Priority 1: Supporting and Distribution of Local Fiscal Recovery Fund, not to exceed \$1,000,000' and Priority 2: Development of Risk Analysis for Maine's Jobs and Recovery Plan, not to exceed \$100,000.

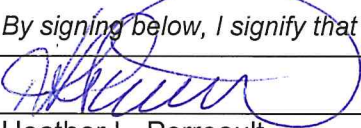
4. Describe the plan for future competition for the goods or services.

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PART III: SUPPLEMENTAL INFORMATION

This is an emergency procurement.

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:	Heather L. Perreault	Date:	6/29/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Jaime Schorr</i>		
Printed Name:	<small>6D6437754DD0459...</small> Jaime Schorr	Date:	6/30/2021