



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OCFS	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		CFS-23-40XXB (Multiple, See Addendum)	
Amount: (Contract/Amendment/Grant)	Original: \$ 3,803,565.00 Amend B: \$ 8,745.75 Revised: \$ 3,812,310.75	Advantage CT / RQS #:	Multiple (See Addendum)
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	4/19/2023
	Previous End Date:	New End Date:	No change
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Multiple - 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.)			
<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 type="checkbox"/>	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 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.

The Providers determine eligibility, coordinate pickups and drop-offs, and transport each eligible client utilizing private and/or public vehicles.

The purpose of these Amendments is to reallocate SSBG and Child Welfare funding in an effort to support service delivery. Historically, OCFS had a practice to ensure maximization of SSBG funds and address fluctuations, by shifting funding amongst Providers when needed during the contract cycle. OCFS is resuming this practice in efforts to better support service delivery, as well as the intent of SSBG.

Although no additional SSBG funding is being added, CFS-23-4011 Community Concepts, Inc, which ended 12/31/2022, had \$8,745.75 remaining in SSBG when the contract ended. This amount is part of the SSBG re-allocation efforts.

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

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 OCFS's Child Welfare and Low-Income clients. Having new agencies provide the service would require significant start-up costs to purchase transportation vehicles, hire agency drivers/recruit volunteers, and purchase software to manage routes and schedules.

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

The rates for these services are the same as in the main Agreements and reflect flat rates over the past several years. The rate for State mileage reimbursement is \$0.45 per mile from 07/01/2022 through 09/30/2022. Effective 10/01/2022 State mileage reimbursement increased to \$0.46 per mile.

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

The Department awarded a contract as the result of RFP# 202003059, Evaluation of the Department of Health and Human Services Transportation Programs. The evaluators report and recommendations will inform the most effective and cost-efficient method of procuring these services in the future.

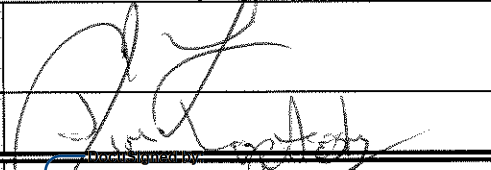
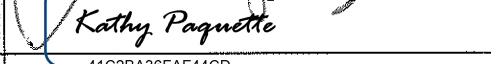
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		Date:	25-May-23
Typed Name:			
Signature of DAFS Procurement Official:		Date:	5/31/2023
Typed Name:	Kathy Paquette		

**Addendum to PJF**

CFS-23-40XX Amend B  
 Transportation Services – Low Income and Child Welfare  
 Start Date: **7/1/2022**  
 End Date: **6/30/2023**

<b>Vendor Name, City &amp; State</b>	<b>Agreement Number</b>	<b>Doc ID</b>	<b>Amendment Amount</b>
Western Maine Transportation Auburn, ME	CFS-23-4012B	CT 10A 20220711000000000074	(\$8,500.00)
Aroostook Regional Transportation Services Presque Isle, ME	CFS-23-4013B	CT 10A20220711000000000075	\$17,695.75
Kennebec Valley CAP Waterville, ME	CFS-23-4014B	CT 10A20220711000000000076	\$20,350.00
Penquis CAP, Inc Bangor, ME	CFS-23-4015B	CT 10A20220711000000000077	(\$16,100.00)
Regional Transportation Program Portland, ME	CFS-23-4016B	CT 10A20220711000000000078	\$146,800.00
Waldo Community Action Corporation Belfast, ME	CFS-23-4017B	CT 10A20220711000000000079	(\$60,000.00)
York County Community Action Corporation Sanford, ME	CFS-23-4019B	CT 10A20220711000000000080	(\$95,500.00)
RideSource Norway, ME	CFS-23-4021B	CT 10A20221003000000000984	\$4,000.00
<b>Total:</b>			<b>\$8,745.75</b>