



**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/OBH/Leticia Huttman & Sara Wade		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque/Matt Galletta		
(If applicable) Department Reference #:		OSA-23-428A		
Amount: (Contract/Amendment/Grant)	Current: \$995,428.00 Amend: \$410,367.30 Revised: \$1,405,795.30	Advantage CT / RQS #:	CT 10A 2022070700000000041	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:	7/1/2023
	Previous End Date:	6/30/2023	New End Date:	12/31/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Adcare Educational Institute of Maine Augusta, Maine		
Brief Description of Goods/Services/Grant:		Workforce Development Services		

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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 services under this agreement provide workforce development for substance abuse and mental health services, intervention, treatment, and recovery providers to maintain a well-trained and credentialed professional and paraprofessional workforce. This agreement covers the administration, training and technical assistance for four (4) mental health certification programs: MHRT-1, MHRT/C, MHRT/CSP, and CIPSS.

This contract is being extended for six months and adding funding necessary for the additional period. This service group was on the RFP schedule for a 7/1/23 contract start date, but due to a similar Statewide Learning management System (LMS) currently undergoing the procurement process, this RFP needed to be held for determination from the other LMS system to ensure consistency and no duplication of efforts and services.

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

The Provider was selected through the competitive procurement process RFP# 201301460. This contract is being extended six months while Statewide learning Management systems are being vetted through the RFP process, which would significantly impact the scope of work with this service. This procurement ended 7/1/2022.

Initial Start Date *	7/1/2013	Initial End Date *	6/30/2014
Renewal 1 Start Date	7/1/2014	Renewal 1 End Date	6/30/2015
Renewal 2 Start Date	7/1/2015	Renewal 2 End Date	6/30/2016
Renewal 3 Start Date	7/1/2016	Renewal 3 End Date	6/30/2017
Renewal 4 Start Date	7/1/2017	Renewal 4 End Date	6/30/2018
Renewal 5 Start Date	7/1/2018	Renewal 5 End Date	6/30/2019
Renewal 6 Start Date	7/1/2019	Renewal 6 End Date	6/30/2020
Renewal 7 Start Date	7/1/2020	Renewal 7 End Date	6/30/2022
Initiation Start Date	7/1/2021	Future Start Date	7/1/2022

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

The funding for the various elements in the table of expenses has been thoroughly vetted through the vendor, OBH program manager and the two sub-recipients and reflects a small increase over the previous year. Workforce shortages in Maine necessitate this increase in resources to address this need.

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

This service is on the RFP in-process schedule (OSAMHS20213) for a 1/1/2024 contract start date.

### 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):	DocuSigned by: <i>Debra Downer</i> 5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	May-11-2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAE44CD...		
Typed Name:	Kathy Paquette	Date:	6/9/2023