

**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:		DPFR/Insurance	
Department Contract Administrator or Grant Coordinator:		Marti Hooper 34 State House Station Augusta, ME 04333-0034 <a href="mailto:Mary.m.hooper@maine.gov">Mary.m.hooper@maine.gov</a> 207-557-1845	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000	Advantage CT / RQS #:	20230613 3650
CONTRACT	Proposed Start Date:	<b>6/20/2023</b>	Proposed End Date: 06/30/2024
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:		Lewis & Ellis, Inc. 6600 Chase Oaks Blvd Suite 150 Plano TX 75023	
Brief Description of Goods/Services/Grant:		Actuarial Analysis for Health Insurance Rate Hearings	

**PART II: JUSTIFICATION FOR VENDOR SELECTION**

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
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 Department’s Maine Bureau of Insurance (“MBOI”) needs qualified actuaries to support the MBOI’s Life and Health Actuarial Unit staff (“LHA”) to perform Affordable Care Act (“ACA”) plan rate filing review and rate hearings pursuant to 24-A MRSA and US Centers of Medicare and Medicaid Services (“CMS”) under federal law 45 CFR 154.205 to maintain an effective rate review status. Lewis &amp; Ellis, Inc. (“LEI”) shall perform analyses of certain ACA rate filings submitted to the MBOI. LEI shall determine additional information required of the companies for the filed ACA rate requests and participate in rate hearing proceedings for the filings and make recommendations for approval, denial or revision of the filings. All LEI work will be performed in support of and in response to requests made by LHA. With close scrutiny, the rate review process can uncover duplication, faulty assumptions and outright errors in the rate filings, potentially lowering costs for consumers and making rate calculations more accurate.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>LEI staff have extensive experience reviewing ACA rate filings (Individual and Small Group). LEI has been reviewing rate filings since the ACA began in 2014 and have done over 340 ACA rate filings reviews since then for multiple states.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>LEI rates are competitive compared to other actuarial firms. LEI won RFP201706123 in which the Section III Cost proposal was worth 25 points out of a 100 and continued in 2023 rates proposed by the provider unchanged from the rates proposed in RFP 201706123 for other contracts with the MBOI.</p>
4. Describe the plan for future competition for the goods or services.	<p>The MBOI has two actuarial assistant employees who are studying the course work and taking exams required of a beginning actuary. Within a few years, these employees will be trained to take on the more complex actuarial work for the MBOI; however, it is unlikely that the MBOI will ever be able to compete with the private sector of consulting actuaries who have more resources available in a company with numerous actuaries than state employees with the same skills and experience.</p>

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

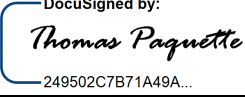
Does this request utilize ARPA/MJRP funds?

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):	<i>Anne L. Head</i>		
Typed Name:	Anne L. Head	Date:	06/13/2023
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	6/14/2023