



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell		
(If applicable) Department Reference #:		Multiple – See Addendum		
Amount: (Contract/Amendment/Grant)		Amend C-D: \$897,577.89 Revised Total: \$5,060,006.89	Advantage CT / RQS #:	Multiple – See Addendum
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2024	Effective Date:	7/1/2025
	Previous End Date:	6/30/2025	New End Date:	9/30/2025
GRANT	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			
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 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.

This Amendment is being done to extend all nine (9) Provider Agreements for an additional three (3) months to 09/30/2025 and add funding (disencumbering from some Providers) to support this extension.

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 9 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 were increased by 20% in SFY23 based on the flat rates for each over the past several years. The rate for State mileage reimbursement was \$0.50 per mile from 01/01/2024 through 10/31/2024. State mileage reimbursement increased to \$0.054 per mile effective 11/01/2024.

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)

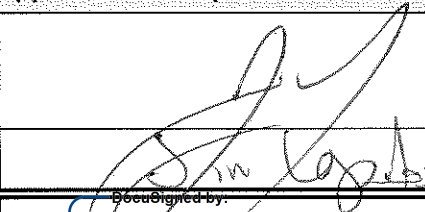

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Tim Lapinski	Date:	18-Jun-25
Signature of DAFS Procurement Official:	 <small>4162BA36FAF44GD...</small>		
Typed Name:	Kathy Paquette	Date:	6/24/2025

DHHS Office: OCFS

Service: TRANSPORTATION SERVICES CFS-SFY25

Vendor Name	Agreement Number	CT 10A	Start Date	End Date	Amendment Amount
WESTERN MAINE TRANSPORTATION	CFS-25-4012 C	20240328000000002639	7/1/2024	9/30/2025	\$(1,915.99)
AROOSTOOK REG TRANS SYS INC	CFS-25-4013 C	20240328000000002640	7/1/2024	9/30/2025	\$131,805.00
KENNEBEC VALLEY COMMUNITY	CFS-25-4014 D	20240328000000002641	7/1/2024	9/30/2025	\$119,875.00
PENQUIS CAP INC	CFS-25-4015 D	20240328000000002642	7/1/2024	9/30/2025	\$162,225.00
REGIONAL TRANSPORTATION PROG	CFS-25-4016 C	20240328000000002643	7/1/2024	9/30/2025	\$219,997.61
WALDO COMMUNITY ACTION PARTNER	CFS-25-4017 D	20240328000000002644	7/1/2024	9/30/2025	\$24,450.00
YORK CTY COMM ACTION CORP	CFS-25-4019 C	20240328000000002645	7/1/2024	9/30/2025	\$(120,000.00)
DOWNEAST COMMUNITY PARTNERS	CFS-25-4020 C	20240328000000002646	7/1/2024	9/30/2025	\$(33,600.00)
RIDESOURCE INC	CFS-25-4021 C	20240328000000002647	7/1/2024	9/30/2025	\$394,741.27
Total Items	9		Amend C-D Total		\$ 897,577.89