



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Health Data Organization		
Department Contract Administrator or Grant Coordinator:		Karynlee Harrington		
(If applicable) Department Reference #:		n/a		
Agency Department Code:		90H	Advantage CT / RQS #:	20240709*0042
Amount: (Contract/Amendment/Grant)		\$50,000.00		
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	6/30/2027
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Health Data Infrastructure Development LLC Lewiston, ME		
Brief Description of Goods/Services/Grant:		Highly specialized technical and industry expertise required to support MHDO in assisting MHDO in developing Technical Specifications Manuals that will accompany MHDO's data submission rules in 90-590 Chapters 241, 243, 247, and 570; and technical support in developing the organization's RFP for its data vendor activities.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

Health Data Infrastructure Development, LLC is uniquely positioned to most efficiently continue to support the MHDO, specifically in providing assistance in the development of Technical Specifications Manuals for four of its data collection rules, and in providing the technical assistance that will be required in the development and review of the organization's RFP and responses for its data vendor services.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFPQ) number if applicable.

The CEO of Health Data Infrastructure Development, LLC worked with MHDO for over 20 years where he supported MHDO in developing and maintaining all aspects of MHDO's data submission rules specific to 90-590, Chapters 241, *Uniform Reporting System for Hospital Inpatient Data Sets and Hospital Outpatient Data Sets*, 243, *Uniform Reporting System for Health Care Claims Data Sets*, 247, *Uniform Reporting System for Non-Claims Based Payments and Other Supplemental Health Care Data Sets*, and 570, *Uniform Reporting System for Prescription Drug Price Data Sets*. The experience this vendor has with these complex and technical rules will significantly reduce the amount of time and costs associated with drafting the technical specifications manuals, and in providing technical assistance in the development of the data vendor RFP.

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

The hourly rate negotiated is competitive with the hourly rates of our data vendor, which was a competitive bid.

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

It is more efficient and effective for MHDO to continue to invest in Health Data Infrastructure Development, LLC, during this time as they have over twenty years of firsthand knowledge and experience working with the MHDO's data submission requirements and individual data submitters (approximately 900 data submitters). Health Data Infrastructure Development, LLC is positioned to continue to provide support to MHDO, which will allow MHDO to meet its goals within its budgetary limitations.

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) or (026) – 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

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](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Karynlee Harrington

Typed Name:

Karynlee Harrington

Date:

6/4/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

6/5/2026