



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

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:		DHHS Office of Child and Family Services, Office for Family Independence, Office of Behavioral Health, and Riverview Psychiatric Center	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque/ Stephanie George-Roy/ Stephanie Wood	
(If applicable) Department Reference #:		RPC-27-016	
Agency Department Code:	10A	Advantage CT / RQS #:	202606080000RPC27016
Amount: (Contract/Amendment/Grant)		\$160,288.00	
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Sheena Bunnell Wilton, ME	
Brief Description of Goods/Services/Grant:		Consulting services	

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.

The Department is in the process of developing congruent strategic plans to be implemented through SFY2027. The process of strategic planning allows each Office to thoughtfully outline its core goals and generate concrete plans for implementing same. Each Office's strategic plan requires a data-driven decision-making approach to ensure that each strategic plan is appropriately formulated and executed. No Office employs an economist or business strategist focused on long term strategic planning (considering past plans and future goals) who can consult with leadership across Offices to coordinate the strategic planning efforts of the Department. The consultation services of Dr. Bunnell are needed to assist multiple Offices within the Department to develop strategic plans that: (1) clearly define each Office's mission-driven goals and the actions needed to achieve those goals; and (2) align and coordinate resources across Offices to maximize the Department's efficiency and quality of service.

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

The Provider is a Professor of Business Economics at the University of Maine at Farmington with experience consulting on past strategic planning projects with members of senior leadership in multiple Offices of the Department. Her background knowledge on the direction and scope of the Department allows her to efficiently analyze the Department's strategic planning issues and address same without having to conduct extensive research or engage in prolonged consultations with leadership.

For any other contractor to acquire the capability to perform the work, an extended learning period would significantly delay implementation of the strategic plans and increase the cost associated with same. Any other contractor would largely be relying on the Provider's previous strategic planning work to acquire her baseline knowledge of the Department's strategic plan process. In addition, another contractor would need to engage with Department leadership extensively to learn about Department issues, concerns, goals, and resources in order to begin consulting on same, which would prevent leadership from carrying out daily management duties and drive up consultation costs in terms of the number of hours involved in the project.

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

The Department determined that the rate is comparable with that of other specialized consults and experts and thus is fair and reasonable.

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

The Department does not intend to RFP these services.

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):

Typed Name:

Jim Lopatosky, Director of Contract
Management

Date:

15-Jun-16

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:

Signed by:

William J.E. Allen

Typed Name:

William J.E. Allen

Date:

6/23/2026

NOI 0620260462 06/23/2026 - 06/29/2026