

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|--|-----------------------|-------------------------------|
| Department Office/Division/Program: | Bureau of Consumer Credit Protection | | |
| Department Contract Administrator or Grant Coordinator: | William N. Lund, Superintendent. | | |
| (If applicable) Department Reference #: | VC1000015396 | | |
| Amount: (Contract/Amendment/Grant) | \$ 45,000.00 | Advantage CT / RQS #: | 20200616 #3941 |
| CONTRACT | Proposed Start Date: | 07/01/2020 | Proposed End Date: 06/30/2021 |
| 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: | Downeast Community Partners, 248 Bucksport Rd, Ellsworth, ME 04605 | | |
| Brief Description of Goods/Services/Grant: | Foreclosure Prevention Consumer Counseling Services. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|---|-----------------------------------|--|----------------------------------|
| Mark an "X" before the justification(s) that applies to this request. (Check all that apply.) | | | |
| | A. Competitive Process | | G. Grant |
| | B. Amendment | | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

| PART III: SUPPLEMENTAL INFORMATION |
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| Please respond to ALL of the following: |
| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. |
| Thousands of Maine homeowners have fallen behind on their mortgage payments or are facing foreclosure. Foreclosure prevention counselors are trained to use their best efforts to assist homeowners to stay in their homes if they prefer to continue residing there, and to develop a budget to stabilize finances going forward; to address underlying issues such as unemployment and household debt; to identify community resources for assistance; to develop a loan workout plan or refinancing an unfavorable existing loan when options are available; or to plan a transition to stable housing, when homeowners do not wish to, or cannot, remain in their home. |

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2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This vendor is one of very few certified housing and foreclosure counselors in the State. As stated above, foreclosure prevention counselors are trained to use their best efforts to assist homeowners to stay in their homes if they prefer to continue residing there and to develop a budget to stabilize finances going forward; to address underlying issues such as unemployment and household debt; to identify community resources for assistance; to develop a loan workout plan or refinancing an unfavorable existing loan when options are available; or to plan a transition to stable housing, when homeowners do not wish to, or cannot, remain in their home.

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

Our bureau, when the program was being established, surveyed all eight non-profit housing agencies in this State that were HUD-certified, and the costs independently quoted to our bureau to provide an additional counselor devoted to referrals from the state were at or above \$45,000. All of the willing and qualified providers perform this service for an annual fee of \$45,000. The department established this rate to be consistent among all providers. This price represents a good value for the foreclosure fund and for Maine homeowners, and the bureau closely monitors costs and results so as to ensure a favorable cost/benefit ratio.

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

Each of these non-profit agencies went through a financial analysis, at our agency's direction, to provide the exact costs of taking on an additional counselor, including salary, overhead, training (which is extensive) and related costs. Therefore, we believe the quote provided is competitive and reasonable. In addition, our bureau's strict monthly reporting requirement ensures that all agencies, perform up to the expectations and requirements of the contract. The Bureau has no objection to engaging alternate HUD-certified housing counselors in the future if the alternates can provide equal service at lower cost.

PART IV: APPROVALS

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| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | | |
| | <i>Anne L. Hood</i> | | |
| Printed Name: | | Date: | <i>6/8/2020</i> |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Debbie Jacques</i> | | |
| Printed Name: | 1DFA565D481F42E... Debbie Jacques | Date: | 7/2/2020 |