

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:		Dept of Public Safety – EMS	
Department Contract Administrator or Grant Coordinator:		Sam Hurley Jaye Parker	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 65,000 (amendment)	Advantage CT / RQS #:	CT-16A-20190610*3791
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2019	Effective Date:
	Previous End Date:	6/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Medical Center Portland ME	
Brief Description of Goods/Services/Grant:		Provides a 'buy-down" of time for the Maine State EMS Medical Director and the Maine State EMS Associate Medical Director.	

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
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

This contract is to provide services as the State EMS Medical Director and the State EMS Associate Medical Director. The physicians selected will provide medical input and support the Maine EMS for purposes of evaluating appropriate treatment protocols, quality assurance reviews and other matters requiring the expertise of emergency medical physicians.

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PART III: SUPPLEMENTAL INFORMATION

The responsibilities of the State EMS Medical Director and Associate Medical Director continue to expand to topics such as emerging infectious disease response planning and law enforcement /tactical practices. In addition, as Maine's population ages and hospitals become more specialized, the demand for inter-facility transfers of patients with complex medical issues continues to grow.

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

The roles of the State EMS Medical Director and Associate Medical Director require physicians who are both trained and experienced in emergency medicine. Candidates for these roles are interviewed by the Board of EMS and selected based on their qualifications which precludes an RFP process.

Maine Medical Center is unique to providing these Services as they are the hiring agency of Dr Sholl and Dr Zimmerman. As such, Maine Medical Center is the "contractor" Maine EMS "buys-down" shifts for each doctor to ensure that they have adequate time to fill the roles under this agreement.

This contract has expired and needs to be immediately reinstated to ensure that we can continue to use the services needed.

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

The rates assigned by Maine Medical Center for the State EMS Medical Director and the Associate State EMS Medical Director are based on purchasing a portion of their time from their primary roles as emergency department physicians/associate professors of medicine at Maine Medical Center's Portland, Maine campus at the average billable rate. Based on an average annual salary of \$250,000, the hourly rate is approximately \$120 per hour. This agreement is broken into two components:

State EMS Medical Director for \$50,000 which translates to approximately 8 hours per week of staff time or one shift per week dedicated to Maine EMS.

Associate State EMS Medical Director is compensated with \$15,000 which translates to approximately 2.5 hours per week dedicated to Maine EMS. The Associate State EMS Medical Director is responsible for managing the Trauma Program and so the position is entirely funded through the Rural Health grant that is administered by the Department of Health and Human Services.

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

The roles filled under this contract require specialized education and training. The two physicians selected, Matthew Sholl, MD and Kate Zimmerman, DO, were chosen after an extensive interviewing process. As long as these individuals are willing to serve and are not removed by cause, the Board will continue to accept their services. In the event that either physician opts to discontinue service, then competition will be fostered through the application and interviewing process.

PART IV: APPROVALS

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Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Kendra Coates</i>		
Printed Name:	Kendra Coates	Date:	7/30/2020
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small> <i>Sue H. Garcia</i> </div>		
Printed Name:	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	Date:	7/30/2020