

# 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:		DHHS/Office of MaineCare Services		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger Ryan Roberts		
(If applicable) Department Reference #:		OMS-21-2200		
Amount: (Contract/Amendment/Grant)	\$68,292.82	Advantage CT / RQS #:	CT-10A-20210609*3650	
CONTRACT	Proposed Start Date:	<b>3/1/2021</b>	Proposed End Date:	8/31/2021
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:		RLS & Associates, Inc. Dayton, OH		
Brief Description of Goods/Services/Grant:		Transportation Evaluation		

## 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
<b>X</b>	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

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.**

The Provider shall perform and evaluation of the current transportation service network by gathering information from stakeholders, surveying Beneficiaries, reviewing other states' transportation programs to identify best practices, and issuing a report that will include:

- An executive summary outlining key conclusions and recommendations for each of the Department's transportation programs;

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### PART III: SUPPLEMENTAL INFORMATION

- A description of the methods used to gather information, recommendations to improve quality, performance, and access for each of the Department's transportation programs;
- Recommendations for cross-program opportunities to streamline, align and consolidate operations and procedures;
- Recommendations for Department oversight of its transportation programs identifying areas which work well in each of the four (4) programs.

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

This agreement is to allow time to respond to comments and prepare the final report. The vendor is very near completion of the final evaluation report. This agreement will also allow the Department's Steering Committee to review two drafts and submit comments and questions. This internal review has taken much more time than the original schedule anticipated. This provider is uniquely qualified as they are the provider who conducted the original evaluation.

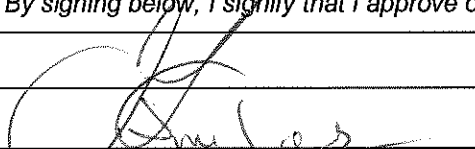
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Costs are considered fair and reasonable as they continue to align with the proposed and negotiated cost as part of the previous RFP process.

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

The Department does not plan to continue these services beyond the contract period.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>		<b>Date:</b>	25-Jun-21
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Kathy Paquette</i>		
<b>Printed Name:</b>	41C2BA36FAF44CD. Kathy Paquette	<b>Date:</b>	7/30/2021