



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

### PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

| PART I: OVERVIEW  |                      |  |                             |           |
|---|----------------------|--|-----------------------------|-----------|
| Department Office/Division/Program:                     |                      | DHHS/OBH/Denis Bradeen/ Stephanie Kadnar   |                             |           |
| Department Contract Administrator or Grant Coordinator: |                      | Althea Harris/ Stacy Martin                |                             |           |
| (If applicable) Department Reference #:                 |                      | OSA-23-399                                 |                             |           |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 1,797,100.00      | Advantage CT / RQS #:                      | CT 10A 20220429000000002672 |           |
| CONTRACT  | Proposed Start Date: | 7/1/2022                                   | Proposed End Date:          | 6/30/2023 |
| 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:              |                      | Maine Pretrial Services<br>Portland, Maine |                             |           |
| Brief Description of Goods/Services/Grant:              |                      | Criminogenic Case Management               |                             |           |

| PART II: JUSTIFICATION FOR VENDOR SELECTION   |                                   |                          |                                  |
|---|-----------------------------------|--------------------------|----------------------------------|
| Mark an "X" before the justification(s) that applies to this request. (Check all that apply.) |                                   |                          |                                  |
| <input type="checkbox"/>  | A. Competitive Process            | <input type="checkbox"/> | G. Grant                         |
| <input type="checkbox"/>  | B. Amendment                      | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/>   | C. Single Source/Unique Vendor    | <input type="checkbox"/> | I. Federal Agency Directed       |
| <input type="checkbox"/>  | D. Proprietary/Copyright/Patents  | <input type="checkbox"/> | J. Willing and Qualified         |
| <input type="checkbox"/>  | E. Emergency                      | <input type="checkbox"/> | K. Client Choice                 |
| <input type="checkbox"/>  | F. University Cooperative Project | <input type="checkbox"/> | 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 purpose of this agreement is to provide Criminogenic Case Management Services to individuals who are State of Maine Adult Drug Treatment Court participants (ATDC), the Veteran Treatment Court (VTC), Co-Occurring Disorders Court (CODC), and each of the Family Recovery Courts (FRC). The Provider shall utilize Criminogenic Case Management Services to provide substance use disorder case management services to prevent alcohol or drug abuse and return the individual to productive functioning in the family, workplace, and community. The program goal is to reduce alcohol and drug use dependency among criminal offenders and enhance community safety by reducing criminal Recidivism; increase personal, familial, and societal accountability of offenders; and develop in offenders the necessary personal, familial, and societal assets and skills to become productive citizens through, for example, employment, positive community activities, and healthy and safe family relationships.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Providers that were selected through RFP # 201609177, that included Criminogenic Case Management, subcontracted with Maine Pretrial to provide Case Management services. The Department determined that Maine Pretrial will provide Case Management services for clients in each of the State of Maine Adult Drug Treatment Court (ATDC), the Veteran Treatment Court (VTC), Co-Occurring Disorders Court (CODC), and each of the Family Recovery Courts (FRC).

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

The former RFP, 201609177, included Case Management services. The cost is consistent with the four former RFP awarded providers.

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

Maine Pretrial had provided case management services for the Department for seventeen years as the sole provider of Drug Court criminogenic case management until the RFP in 2017. It was determined by the Department that Maine Pretrial would continue as the sole provider of the Drug Court criminogenic case management provider based on the observation that subcontracting arrangements, while positive for collaboration, coordination, and co-location of services, detract from time spent on direct services (case management and supervision), create duplicate data entry and analysis, duplicate staff supervision requirements, and provide the opportunity for additional program expense through increased overhead for contracting agencies.

The Department does not intend to RFP the Case Management service at this time. Criminogenic Treatment Services is in process to be competitively bid, RFP OSAMH20214.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

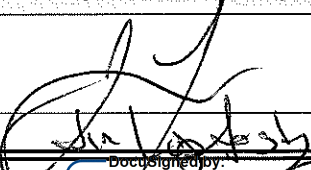
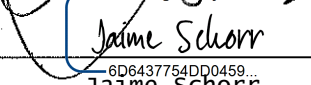
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |   |  |       |           |
|--|---|--|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): |  |  | Date: | 13-Jun-22 |
| Typed Name:  |   |  |       |           |
| Signature of DAFS Procurement Official:                          |  |  | Date: | 7/7/2022  |
| Typed Name:  | Jaime Schorr  |  |       |           |