



**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 Office of Child and Family Services, Office for Family Independence and Riverview Psychiatric Center		
Department Contract Administrator or Grant Coordinator:		Brienne Carrero Shawn Belanger		
(If applicable) Department Reference #:		RPC-23-016		
Amount: (Contract/Amendment/Grant)	\$ 127,450.00	Advantage CT / RQS #:	CT 10A 2022062100000003455	
CONTRACT	Proposed Start Date:	07/01/2022	Proposed End Date:	06/30/2023
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:		Sheena Bunnell Wilton, ME		
Brief Description of Goods/Services/Grant:		Consulting Services		

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 consultation services to multiple Offices within the Department, to assist in the development of congruent strategic plans, to be implemented in SFY23. The strategic plans shall: (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.

The process of strategic planning allows each Office to thoughtfully outline its core goals and generate concrete plans for implementing. Each Office's strategic plan requires a data-driven decision-making approach, to ensure each strategic plan is appropriately formulated and executed. None of the Offices employ 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.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP 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 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 be needed and would significantly delay implementation of the strategic plans and increase the cost associated. 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, which would prevent leadership from carrying out daily management duties and increase consultation costs in terms of the total 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 the rate fair and reasonable because it is comparable with that of other specialized consults and experts.

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 – 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: 8 Jul - 22
Typed Name:	[Signature]		
Signature of DAFS Procurement Official:	 <small>41C2BA30FAP44CD...</small>		
Typed Name:	Kathy Paquette	Date: 7/18/2022	