

**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/Mike Freysinger & Sara Wade		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Patricia Wall		
(If applicable) Department Reference #:		OSA-24-909		
Amount: (Contract/Amendment/Grant)	\$ 990,000.00	Advantage CT / RQS #:	CT 10A 20230419**2764	
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date:	6/30/2024
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 Association of Recovery Residences Portland Maine		
Brief Description of Goods/Services/Grant:		Recovery Residence 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 availability of recovery housing resources supports Governor Mills' executive order #2 FY19/20 dated February 6, 2019, section IV-B. This contract for services also supports the objectives of the Opioid Response Strategic Action Plan – "Priority I in the Plan (Strategy 20): Build and support recovery-ready communities includes as a current activity, *c. funding for recovery housing units* and as a priority future activity: *g. Increase Funding for safe and affordable housing for individuals in recovery.*" This service provides scholarship beds at qualifying Recovery Residences to support individuals with varying abilities to pay. It is crucial support low-barrier access to these services.

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

This service has been administered by Maine Housing since its inception in 2021. The current agreement, OSA-23-910, is due to end on 6/30/23. Maine Housing no longer wishes to provide this service, citing that the unique nature of the services provided by Recovery Residences' is far outside the scope Maine Housing's experience.

MARR has been selected as the only qualified vendor to provide these services. MARR, is an affiliate of the National Association for Recovery Residences (NARR), is the State designee for the ethical and sustainable management of high-quality recovery residences throughout the State of Maine. MARR oversees the certification of Recovery Residences utilizing the national standards established by NARR which include review of house operations, policies, and a physical inspection.

MARR provides training and technical assistance to current and prospective Recovery Residence operators related to best practices, ethical standards, and safety. In September 2022, MARR launched a data collection initiative utilizing the REC-CAP resident data management platform. In addition to managing intake, move-in/move-out, and other client management functions, houses will now collect recovery capital scores for all residents at move-in and at 45-day intervals to help demonstrate the behavioral changes residents experience in response to the safe, structured, sober housing offered at Recovery Residences.

As the certification entity for Maine Recovery Residences, MARR possesses unique industry information, and information unique to the house operators, that allows them to create, implement, and manage the bed subsidy program outlines in this agreement. MARR's industry knowledge was critical in the creation of the bed-night-rate which establishes the foundation of this subsidy. In establishing the rate, MARR consulted with other State affiliate who administer similar subsidy programs in partnership with their States Recovery Departments.

Further, because MARR is currently leading the enhanced data collection initiative for Recovery Residences, MARR will be able to provide detailed analysis about the positive impact of a bed subsidy for new residents in eligible houses.

MARR has supported the development of the model redesign, researching best practices used in other States and administered by other NARR affiliates. This new model will allow a significant expansion of the Residences supported by these funds, increasing the number of participating houses from the current 17 to 50.

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

The level of subsidy, or bed-night-rate, was determined by comparing the average operating costs and tenant payments for Level 2 and Level 3 Recovery Residences. The bed-night-rates were then set at \$22/night and \$28/night respectively. The allocation of subsidized beds was assigned based on the total number of beds at each residence as follows:

PART III: SUPPLEMENTAL INFORMATION

Total beds	Subsidized beds
1-7	1
8-13	2
14 or more	3

Additionally, allowances for a single additional subsidized bed were included for Recovery Residences in rural counties where access to MARR Certified Recovery Residences is very limited.

Based on these financial calculations, this newly designed program will expand access of Recovery Housing subsidy funds from 17 houses to the 50 current MARR certified houses who meet the eligibility requirements.

Costs for the administration of this service were negotiated with the provider and are in line with similar services provided in Maine.

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

The Department does not plan to competitively procure this service in the future.

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

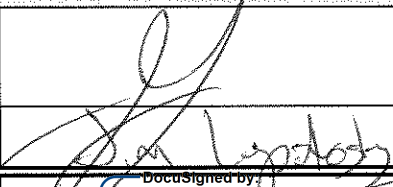
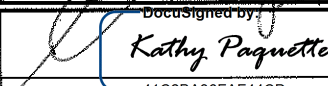
Does this request utilize ARPA/MJRP funds?

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:	20-Jun-23
Typed Name:			Date:	
Signature of DAFS Procurement Official:			Date:	7/11/2023
Typed Name:	Kathy Paquette		Date:	