



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:		CDC/Office of Population Health Equity / Katherine Smith		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melinda Farrell		
(If applicable) Department Reference #:		CD0-22-1510B		
Amount: (Contract/Amendment/Grant)	Original:	\$122,375.00	Advantage CT / RQS #:	CT 10A 2022051000000002822
	Amend:	\$122,375.00		
	Revised:	\$254,750.00		
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	3/01/2022	Effective Date:	7/01/2023
	Previous End Date:	6/30/2023	New End Date:	5/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Providentia Group Portland, ME		
Brief Description of Goods/Services/Grant:		Strategic consultation for the establishment of a Health Equity Advisory Council (HEAC) and facilitation services for HEAC.		

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 checked="" 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: COVID-19

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 Maine Department of Health and Human Services (DHHS) Center for Disease Control and Prevention (Maine CDC) are launching a series of new initiatives to advance health equity in communities at higher risk of COVID-19, supported by a grant of over \$32 million from the U.S. Centers for Disease Control and Prevention (U.S. CDC). The new initiatives aim to deepen our relationships with community leaders, invest resources directly in communities most severely impacted by the COVID-19 pandemic and other serious threats to public health, and build collective capacity to reduce disparities in the future. The funds will be administered by the newly reinstated Office of Population Health Equity (OPHE).

Under this grant, the Department will:

- Continue Year 2 of the established pilot Health Equity Advisory Council and consider how to evolve the Council into a long-term structure that aligns with other stakeholder advisory bodies;
- Advance the Community Health Worker profession by supporting the transition from a decentralized model with minimal DHHS involvement to an administratively-led model where DHHS would undertake a more centralized and coordinated role in setting professional standards in collaboration with the Maine CHW Initiative;
- Support a review of the current distribution of Maternal and Child Health federal funds to determine if such distribution reflects equity considerations; and
- Support the DHHS DEI Director in advancing DHHS' overall DEI efforts within DHHS and CDC, in accordance with the DHHS DEI Plan.

The purpose of this Amendment is to:

- Add the research and drafting for a report responsive to LD 343, Maternal and Child Health Block Grant Report, to this agreement;
- Add consulting services to support the DHHS' DEI effort to embed DEI broadly throughout DHHS and CDC, consistent with the DHHS DEI Plan, as the same may be updated from time-to-time;
- Amend and extend the consulting and facilitation support for the DHHS operational framework for Community Health Workers by supporting DHHS' transition from a decentralized model to an administratively-led model; and
- Amend and extend the consulting and facilitation support for the pilot OPHE Health Equity Council.

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

This Provider has the specific resources and requisite experience working to meet the exclusive qualifications for the role of DEI Consultant & Facilitator.

Through their work facilitating the Department's Working Group on the Equitable Uptake of the COVID-19 Vaccination, the Provider has subject matter expertise on Maine's COVID-19 public health disparities and health equity needs and demonstrated experience in conceptualizing the necessity for a Health Equity Advisory Council. The Provider also helped develop the strategic plan for the Permanent Commission for Racial, Indigenous, and Tribal populations, a skill necessary to successfully chart and implement a plan of work to advance all areas included in the SOW. The Provider has demonstrated experience in facilitating advisory bodies in a government context, including applying principles of procedural equity, engaging a diverse group of individuals with varied experience, and understanding state health policymaking. The Provider also has experience standing-up cross-functional groups to achieve long-term objectives through their previous roles as a supervisor and Senior Program Manager at a Fortune 100 Company. Moreover, the Provider is a licensed attorney with expertise in administrative law, research, and writing, as evidenced by their successful written and oral advocacy of clients before the Public Utilities Commission and the Maine Human Rights Commission.

PART III: SUPPLEMENTAL INFORMATION

The Provider embodies the myriad qualifications needed to excel in the substantive aspects of this role. More importantly, the Provider has the direct experience of soliciting, through trauma-informed working sessions with community members, actionable community insights that are necessary to advance each of the major areas under this amended scope of work. The Provider has a unique and expansive skill set that includes executive change management, strategy development, business operations, technology marketing, and market growth.

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

Rates are un-changed by this amendment. This amendment extends the two (2) existing bodies of work and adds two (2) additional scopes of work to the existing hourly rate.

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

To the extent that any of the activities will continue and new funding sources are identified, future consulting and facilitation services will be sought through a competitive Request for Proposals (RFP) process with a new contract starting 7/1/2024.

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):			
Typed Name:		Date:	21 Jun 23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Kathy Paquette	Date:	7/24/2023