



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
Table with 4 columns and 10 rows containing contract details such as Department Office/Division/Program, Amount (\$50,000.00), Advantage CT / RQS # (20240709*0042), and Vendor/Provider/Grantee Name (Health Data Infrastructure Development, LLC).

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 6 rows listing justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor (checked), D. Proprietary/Copyright/Patents, E. Emergency, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice.

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 MHDO’s purpose as defined in statute is to create and maintain a useful, objective, reliable and comprehensive health information data warehouse that is used to improve the health of Maine citizens. MHDO’s data is to be used to the broadest extent possible while protecting the confidentiality of individuals. Data Sets submitted to MHDO include: claims data, non-claims-based payment and other supplemental data, hospital inpatient and outpatient encounter data, hospital quality data, pharmacy data and hospital financial and provider organizational data. MHDO maintains over 1 billion healthcare records and that number grows every month new data is submitted. The person responsible for managing the data submission rules specific to claims, non-claims-based payments, prescription drug pricing data and the cancer registry and vital stats recently retired from MHDO after 20 years of service. MHDO has been recruiting and interviewing candidates for months and recently made the decision to re-post the position to expand the pool of applicants. In the meantime, MHDO needs support in the daily operation of these data submission requirements. To meet mandatory annual reporting requirements, MHDO must continue to collect and validate data submissions. Failure to do so would mean annual legislative reports would not be developed and others that rely on MHDO’s data for research and or policy related work will not have access to current data. During this period of transition, it is critical that the agency does not skip a beat with our data submitters and their submissions. Health Data Infrastructure Development, LLC is uniquely positioned to assist the MHDO with this work on day one as the former MHDO employee who recently retired is now the CEO of Health Data Infrastructure Development.

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

The CEO of Health Data Infrastructure Development, LLC worked with MHDO for over 20 years as its Compliance Officer where he supported MHDO in developing and maintaining all aspects of MHDO’s data submission rules specific to 90-590, Chapters 243, *Uniform Reporting System for Health Care Claims Data Sets*, 247, *Uniform Reporting System for Non-Claims Based Payments and Other Supplemental Health Care Data Sets*, 570, *Uniform Reporting System for Prescription Drug Price Data Sets*; and 730, *Interagency Reporting of Cancer-Incidence Registry and Vital Statistics Data*. These rules are complex and technical. To ensure an efficient transition and maintain the data submissions and validation processes it is imperative that the agency preserve compliance with all aspects of these rules while searching for a candidate to fill the open position. Health Data Infrastructure Development, LLC will provide us with the necessary support during this time on day one.

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

The hourly rate is competitive with the hourly rates of our data vendor which was a competitive bid.

PART III: SUPPLEMENTAL INFORMATION

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

The highly specialized expertise MHDO requires to support health care data submissions during a period of transition is limited. It is more efficient and effective for MHDO to invest in Health Data Infrastructure Development, LLC, during this transition period as they have over twenty years of firsthand knowledge and experience working with the MHDO’s data submission requirements and individual data submitters (approximately 900 data submitters). Health Data Infrastructure Development, LLC is positioned to start on day one and minimize the disruption of this transition for our data submitters and data users. This will also allow MHDO to meet its mandatory annual legislative reporting requirements.

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

Does this request utilize ARPA/MJRP funds?

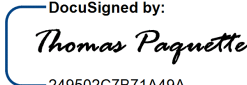
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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):	<i>Karynlee Harrington</i>		
Typed Name:	Karynlee Harrington, Director	Date:	7/9/2024
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	7/10/2024