



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OADS/IHSP	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell	
(If applicable) Department Reference #:		Multiple, See Attached	
Amount: (Contract/Amendment/Grant)	Multiple, See Attached	Advantage CT / RQS #:	Multiple, See Attached
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2026
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:		Multiple, See Attached	
Brief Description of Goods/Services/Grant:		Independent Housing with Services Program (IHSP)	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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 Department administers funds to subsidize an Independent Housing with Services Program (IHSP) at certain sites in compliance with 22 M.R.S.A. 1664 §7852 (6) – Independent Housing with Services Program.

An Independent Housing with Services Program (IHSP) site will provide housing and supportive services for three or more consumers. Services provided will help the consumer with the instrumental activities of daily living and/or activities of daily living, while allowing the consumer to remain as independent as possible. These services will help to delay the need for more costly institutional care.

Each Provider will offer service coordination and housing to each individual, as well as the following services as determined by the consumer's Plan of Care: Transportation, Meals, Personal Care, Emergency Response, and Homemaking Services per 10-149 C.M.R. ch. 5, § 62.04 (A) and 62.04 (B)(1)-(5).

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

Each IHSP site is the home of the older adults who live there and receive IHSP services. The current sites provide a stable living environment for the current residents receiving IHSP services that would be unduly disrupted should they be required to move from their current residences.

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

The costs in the IHSP program budget submitted by each Provider for contracted services are determined by the Department to be fair and reasonable before it is approved and entered into the Provider's contract.

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

In accordance with 10-149 C.M.R. ch. 5, § 62.09 (A), when funds for new sites or expanded services are available, the Department will use a Request for Proposal process to identify and select additional IHSP providers. A rate study was planned in 2025, resulting from an awarded RFP, however this awarded bidder for the rate study service did not result in an encumbered contract. The Department plans to renew the IHSP contracts for another year, while exploring rate study options and a future RFP for this service.

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.

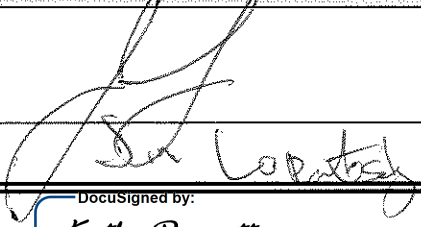

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	23-Jun-25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	7/2/2025

DHHS Office:OADS

Service:INDEPENDENT HOUSING WITH SERVICES PROGRAM (IHSP)-SFY26

Vendor Name	Agreement Number	CT 10A	Start Date	End Date	Revised Amount
WESTBROOK HOUSING AUTHORITY	ADS-26-2519	20250424000ADS262519	7/1/2025	6/30/2026	\$416,311.00
SOUTHERN ME AGENCY ON AGING	ADS-26-2525	20250424000ADS262525	7/1/2025	6/30/2026	\$147,423.00
MCH INC	ADS-26-4517	20250424000ADS264517	7/1/2025	6/30/2026	\$20,990.00
ACADIA COMMUNITY ASSOCIATION	ADS-26-7515	20250424000ADS267515	7/1/2025	6/30/2026	\$46,789.46
AROOSTOOK AGENCY ON AGING	ADS-26-8516	20250424000ADS268516	7/1/2025	6/30/2026	\$94,672.54
Total Items	5		Totals		\$726,186.00