



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/Occupational Therapy (OT)	
Department Contract Administrator or Grant Coordinator:		Althea Harris / Nicole Mitchell	
(If applicable) Department Reference #:		ADS-26-9216	
Amount: (Contract/Amendment/Grant)	\$48,200.00	Advantage CT / RQS #:	CT 10A 20250501000ADS269216
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:		Gallant Therapy Services Augusta, Maine	
Brief Description of Goods/Services/Grant:		Occupational Therapy Evaluation / Assessment Services	

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.

Pursuant to 34-B M.R.S.A. § 5462, to ensure that persons with intellectual disability (ID) or autism receive needed services, an Occupational Therapy (OT) evaluation of the person's needs must be completed, to the extent possible, for persons found by the Department to have an ID or autism and in need of services.

Adult Protective Services also serves persons who receive services, and an OT evaluation of the person's needs, to the extent possible, may need to be completed.

In some instances, a functional assessment performed by a licensed occupational therapy practitioner is needed to assess cognitive and sensory motor abilities, development of self-care activities and capacity for independence, physical capacity for prevocational and work tasks, play and leisure performance, and appraisal of living areas for the individual. After conducting a functional assessment, the OT practitioner relying on his or her training, education, and experience, can make written recommendations designed to enhance the assessed person's capacity for independence and overall quality of life.

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

DHHS, Office of Aging and Disability Services (OADS), has determined that this provider is unique to provide these services because they require specific licensure and registration as an OT practitioner and experience making recommendations to enhance the capacity and independence for adults served by the OADS. This provider has been providing OT services to OADS clients for nine (9) years.

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

The rate charged by the Provider is considered fair and reasonable based on comparison with the rates commonly charged by qualified Providers for similar services. The rates are based on region and compared to other OTs in the area.

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

The Department requests a one year renewal of this contract to avoid a disruption of services. The Department intends to competitively procure this service for a July 1, 2026 contract start date.

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.

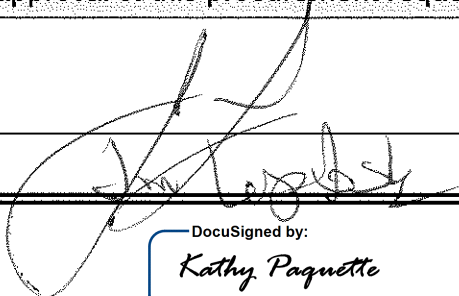
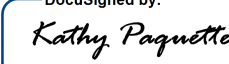
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	18-July-25
Signature of DAFS Procurement Official:	 <small>DocuSigned by:</small> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	7/7/2025