



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:	MDCDP/Division of Disease Prevention/Maternal & Child Health		
Department Contract Administrator or Grant Coordinator:	Chris Moiles / Melanie Boucher		
(If applicable) Department Reference #:	CD0-25-4240A		
Amount: (Contract/Amendment/Grant)	Original: \$ 1,552,148.00 Amend: \$ 776,074.00 Revised: \$ 2,328,222.00	Advantage CT / RQS #:	CT 10A 20240426000000002993
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2024	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Family Planning Association of Maine, Inc. Augusta, ME	
Brief Description of Goods/Services/Grant:		Family Planning clinical and educational 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 checked="" 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 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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 purpose of this agreement is to provide comprehensive Family Planning, training and technical assistance services throughout the state. Specifically, family planning services to low income women and men includes screening and treatment of Sexually Transmitted Infections (STI's), cancers related to the reproductive system, intimate partner violence and other related health concerns. In addition, training and technical assistance services will be provided to schools and community-based organizations who are working with adolescents, parents and other service providers to deliver evidence-based programming that addresses topics such as puberty and adolescent health, sexuality, HIV/STI and pregnancy prevention, abstinence and healthy relationships.

Amendment A extends the current agreement by six (6) months and adds the necessary funds to support this extension. This amendment is necessary due to a delay in the RFP process.

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

Vendor was selected as a result of Request for Proposal# 201905087. Family Planning of Maine was the only bidder and after review and agreement, was selected to provide the service. This is the final renewal period.

Initial Start Date *	7/1/2020	Initial End Date *	6/30/2022
Renewal 1 Start Date	7/1/2022	Renewal 1 End Date	6/30/2024
Renewal 2 Start Date	7/1/2024	Renewal 2 End Date	6/30/2025

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

Vendor was selected as a result of Request for Proposal # 201902036. Family planning was the only bidder and after review and agreement, was selected to provide the service. Additionally, the costs are consistent with previous contracts for this service.

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

An RFP for these services (MCDPC20245) is currently in process with an anticipated start-date of 1/1/2026.

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.

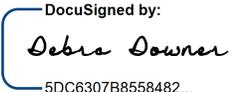
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	 <small>DocuSigned by: Debra Downer 5DC6307B8558482...</small>		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	Mar-10-2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	kathy Paquette	Date:	7/8/2025