



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/DS Advocacy Services			
Department Contract Administrator or Grant Coordinator:	Althea Harris/ Thomas Leet/ Stephanie Wood			
(If applicable) Department Reference #:	ADS-25-9717B			
Agency Department Code:	10A	Advantage CT / RQS #:	20240517000000003295	
Amount: (Contract/Amendment/Grant)	Amend B: \$47,633.00 Revised Total: \$443,170.37			
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date:	7/1/2026
AMENDMENT	New Effective Date:	6/30/2026	New End Date (if Applicable):	9/30/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Speaking Up for Us (SUFU) Presque Isle, Maine		
Brief Description of Goods/Services/Grant:		Self-Advocacy services		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☒	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 amendment is to extend the contract for an additional 3-mo to align with the contract start date of 10/1/2026 from the Notice of Conditional Contract Award under RFP # 202603051. SUFU was the only community provider to submit a Notice of Intent for this RFP.

Title 34-B: BEHAVIORAL AND DEVELOPMENTAL SERVICES, Chapter 5: INTELLECTUAL DISABILITIES AND AUTISM outlines Department responsibilities for the system of care provided to persons with intellectual disabilities or autism.

Title 34-B, §5003-A states "...the system of care through which the State provides services to and programs for persons with intellectual disabilities or autism must be designed to protect the integrity of the legal and human rights of these persons and to meet their needs...". The Department is responsible to "Identify the needs and desires of persons with intellectual disabilities or autism through appropriate personal planning and record any unmet needs of persons served or eligible for service by the Department for development of budget requests to the Governor that are adequate to meet such needs". Another responsibility is to "Support the establishment of community services for persons eligible to receive services from the Department by promoting access to professional services in the person's community."

Title 34-B, §5432 states that the Commissioner shall "Encourage persons in local communities to participate in the provision of supportive services for persons with intellectual disabilities or autism, so that persons in the community may have a better understanding of the need for those services..."

This agreement is being written to support the Department in meeting these objectives.

This Provider will support and coordinate a statewide Self-Advocacy Network of adult self-advocates for Maine people who have Developmental Disabilities. Services will include statewide community educational and learning activities; self-advocacy support and training; research, analysis and planning; consultation to the Department's Office of Aging and Disability Services regarding daily living challenges and issues that affect individuals who have Developmental Disabilities; and to suggest changes to the Department's existing programs, supports and service delivery.

Provider will help self-advocates keep in contact with each other, provide support for self-advocates and self-advocacy groups in Maine, help people to know their rights, and support self-advocates in speaking up for their rights. Services and supports will be provided within the context of a coalition of representatives and organizations throughout the State. The coalition will promote cooperation between local and statewide self-advocacy organizations by encouraging them to network with each other and with national organizations that support people who have Developmental Disabilities.

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Through RFP 201911196, an Evaluation Team reviewed the Bidder's Qualifications and Experience, Proposed Services, and Cost Proposal in awarding the contract to the only provider to submit a proposal.

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

The overall cost for these services exceeds the amount anticipated in the approved RFP and Evaluation Planning Form (GOVRFP). The selected Provider was the only bidder. Although the costs negotiated with the Provider during the Initial Period of Performance are higher than anticipated, they are considered fair and reasonable based on evaluation of the financial information provided in the bidder's proposal. The costs proposed are comparable to the costs for similar services in a previous agreement with another Provider and are the same as in the previous two contracts issued under this RFP.

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

The Department initiated contract ADS-27-9717 with this vendor through a competitive process award (RFP 202603051). The Department will consider options (competitive procurement, single source, etc. justification) for the future of these services in October 2030.

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) or (026) – 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

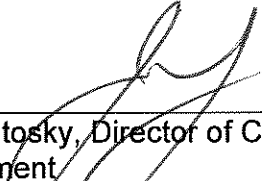
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosky, Director of Contract Management	Date:	13-Jul-26

2. Additional signature required **ONLY** if box **E (Emergency)** is selected in **PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  41C2BA36FAF44CD...		
Typed Name:	kathy blais	Date:	7/23/2026