

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	DHHS/MaineCare Services and Office of Aging & Disability Services		
Department Contract Administrator or Grant Coordinator:	Nancy Tan/Jennifer Levesque		
(If applicable) Department Reference #:	ADS-19-9712C		
Amount: (Contract/Amendment/Grant)	Current: \$882,910 Amend: \$ 53,193 Revised: \$936,103	Advantage CT / RQS #:	CT 10A 20190607*3744
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	06/01/2019	Effective Date:
	Previous End Date:	06/30/2022	New End Date: NA
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Economic Systems, Inc. Falls Church, Virginia		
Brief Description of Goods/Services/Grant:	Consultation, Research, Training		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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PART III: SUPPLEMENTAL INFORMATION

This Amendment expands the Scope of Work and adds funding to:

- (1) conduct revision and updates of the MaineCare Person Centered Planning Manual, and
- (2) design and implement Phase 1 of the training process for Person Centered Planning changes.

The revision of the manual is needed to address inconsistencies with the Home and Community Based Settings (HCBS) Final/Person Centered Planning Final Rule. The new manual framework will be modeled around Maryland's Department of Health: Exploration of the Person Centered Plan with recommendations, feedback, and edits from OADS.

After the MaineCare Person Centered Planning Manual is updated the Provider will create training materials in conjunction with the FEI Evergreen training roll out, will serve as subject matter expert, and will deliver virtual and in-person training.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Provider has the technical ability and expertise to provide comprehensive services to the State to meet the obligations under the HCBS rule and Person Centered Planning. The Provider's subject matter expert (SME) will be leading the Maine team to provide the necessary services to the State and coordinate the work.

CMS and the Administration for Community Living (ACL) contracted with subject matter experts working with EconSys to provide technical education and information for all states on implementation of the HCBS rule. Furthermore, EconSys has prior experience in Maine, with DHHS on an Office of Aging and Disability Employment Policy Technical Grant (2013-2016) coordinating a comprehensive workplan and documentation portal for the three-year project which included assistance to analyze the 2015 STP in relationship to State statutes and policies, and development of provider self-assessments for the HCBS rule implementation. EconSys' data collection experience spans over 25 years. EconSys has developed data collection tools, both web-based and Microsoft Excel-based, to collect programmatic data.

The unique qualifications, experience and expertise in the HCBS final rule, Person Centered Planning process, and the previous experience with Maine make EconSys the preferred vendor.

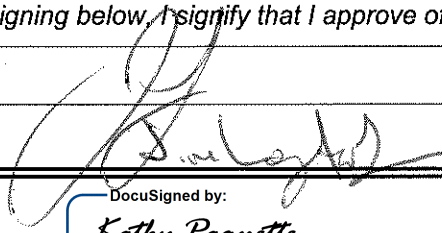
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department has determined that the cost proposed by EconSys is fair and reasonable. This determination was reached based upon comparison with other, similar consulting contracts that were previously approved and determined to be fair and reasonable.

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

The Department does not intend to issue a future RFP for this one-time service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	14-Jul-20
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i>		
Printed Name:	kathy Paquette <small>141C2BA36FAE44CD</small>	Date:	8/6/2020