

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:		LABOR-BUREAU EMPLOYMENT SERVICES			
Department Contract Administrator or Grant Coordinator:		David Klein			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 45,003.42	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	August 24, 2020	Proposed End Date:	May 30, 2022	
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:		Millinocket Regional Hospital (MRH)			
Brief Description of Goods/Services/Grant:		MRH will provide clinical and classroom instruction to six registered nursing students enrolled at Eastern Maine Community College Katahdin Higher Education Center located in East Millinocket Maine.			

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
	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
X	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.**

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Per 20 CFR part 682, the Workforce Innovation and Opportunity Act (WIOA) provides rapid response set-aside funds to States to be used to avert layoffs.

Maine's healthcare sector had the greatest number of downsizings and closures in 2019, due in part to inability to fill positions. Large health corporations that oversee multiple providers (hospitals, nursing homes, specialty facilities and urgent care) struggle to train and retain nursing staff, but the small, rural, independent facilities are the most profoundly affected as are the local economies they play a critical role in supporting.

The Millinocket region has been in economic recovery for nearly two decades and is just beginning to recoup losses attributable to mass paper mill closures. This region's economic recovery efforts hinge on the stability of current assets, like the Millinocket Regional Hospital. Almost fifty percent of Millinocket Regional Hospital's skilled surgical nursing staff are slated for retirement in the near future.

To address this labor shortfall and reduce the risk of additional layoffs, the Millinocket Regional Hospital embarked on a collaboration with the Department of Labor and Eastern Maine Community College-Katahdin Higher Education Center. The project, initiated in late 2019, sought to identify and prepare residents from the region to become skilled surgical nurses to address the impending shortages facing MRH. Partners identified financial resources necessary to support the school and the cost for MRH to provide a master's level nurse instructor and on-site clinical proctors directly to nursing students.

The MRH will provide 1,309 hours of clinical instruction and proctor oversight for six local area nursing students during their participation in a two-year nursing degree program. MRH has a qualified nurse instructor and proctor staff to complement the classroom instruction with clinical experience. Due to the rural nature of this training program and lack of availability of alternate instructors, proctors and clinical sites, MRH is the immediate source of these services necessary to fulfill degree requirements and meet employment requirements to stay in business. Without the MRH nursing and clinical instruction the program would not be able to operate, further adding to the shortage of a skilled nursing workforce for MRH and in this geographic area. These services will support a critical nursing program that will result in high-wage, high-demand jobs to support MRH's continued viability as a regional asset in the greater Katahdin area.

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

As explained above, the Millinocket Regional Hospital has agreed to provide a qualified nurse instructor and proctor staff to provide the nursing and clinical instruction components of the two-year Registered Nurse training program. MRH is the immediate and only option to provide these services at this critical time. Without the MRH nursing and clinical instruction, the program would not be able to operate, adding to the shortage of a skilled nursing workforce for MRH and in this geographic area.

Based on available data, the Maine Department of Labor has determined that an investment of layoff aversion funds would be appropriate in this instance for the following reasons:

- Lack of required staff to patient ratios is the number one reason for healthcare provider downsizing and closure in Maine over the past year.
- MRH provides crucial lifesaving stabilization services to acute trauma patients who otherwise would not likely survive the long distances to the nearest urban hospitals.
- MRH is an essential asset to the regional economy in terms of both economic stability and growth and in terms of the devastating ripple effect to the region should MRH be compromised.
- National studies make an urgent case for investment in retention of rural hospitals to avert layoffs.
- MRH has a viable solution to the problem and commitment from other partners to address the retirement cliff challenge.
- This investment requires a one-time infusion of funds toward the nurse training solution for MRH.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

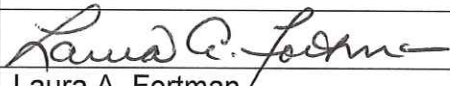

Costs and Rates: The costs are based on the number of hours of instruction and proctor hours multiplied by the cost per hour. The total number of hours of nursing instruction provided is 624 at an hourly rate of \$34.38 or \$21,453.12. The number of proctor hours is 685 multiplied by \$34.38 per hour or \$23,550.30. The number of instruction and proctor hours is determined by Eastern Maine Community College Department of Nursing. The hourly rate was provided by and verified by MRH administrators.

Allocated Funding to Grantee: The funding allocated for this training project is Workforce Innovation and Opportunity Act Dislocated Worker Rapid Response layoff aversion funds. Use of these funds is limited to situations that meet high-priority criteria as explained above.

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

This investment requires a one-time infusion of these funds to support this registered nurse training solution.

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:	Laura A. Fortman	Date:	8/6/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	8/7/2020