

## 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.

### PART I: OVERVIEW

Department Office/Division/Program:		DHHS/DRVS		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Elizabeth Heath		
(If applicable) Department Reference #:		CD0-21-1251		
Amount: (Contract/Amendment/Grant)	\$ 40,000	Advantage CT / RQS #:	10A 20200603*3668	
CONTRACT	Proposed Start Date:	<b>07/01/2020</b>	Proposed End Date:	06/29/2022
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:		Esperanza Valcarcel Milford, Maine 04461		
Brief Description of Goods/Services/Grant:		Certified Tumor Registrar to Supplement State Cancer Registry Staff		

### 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	<b>X</b>	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.**

The Maine Cancer Registry (MCR) is obligated to meet national standards for data quality and completeness of cancer case reporting. The mandatory program requirement is timely submission of data. We are requesting to use federal funding from CDC to contract for Certified Tumor Registrar (CTR) for this specific service for the FY19 and FY20 grant period ending June 29, 2020. Without these services, MCR could lose the allotted federal grant funding.

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### PART III: SUPPLEMENTAL INFORMATION

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

Certified tumor registrars (CTR) are needed to process and consolidate reported cancer cases submitted by hospitals, physician offices and pathology labs. Ms. Valcarcel has worked in the cancer field for more than 20 years with 15 years as a CTR. She had previously worked in New Hampshire helping hospitals get certified for their hospital accreditations. She worked at EMMC for 6 years prior to becoming an independent contractor.

There was a third CTR contractor, when she left and we were thinking about replacing her, MCR reached out to the hospitals, CTR groups and CTR contacts. There has been no interest with any other vendor. There is a high demand for CTRs and workforce shortage of them. Ms. Valcarcel is experienced, is familiar with MCR hospitals and MCR database and is willing to work at the rate we offer.

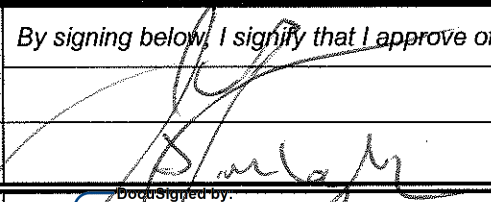
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The hourly rate is set at \$50 per hour. This rate has not been increased for the past 7 years. This rate is lower than the lowest rate (\$58/hr in 2012) paid to an agency which supplies CTR services.

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

The Department does not intend to RFP these services.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>		<b>Date:</b>	7-0-2020
<b>Signature of DAFS Procurement Official:</b>	<i>DocuSigned by: Kathy Paquette</i>		
<b>Printed Name:</b>	41C2BA36FAF44CD... Kathy Paquette	<b>Date:</b>	8/25/2020