

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- OBH/OCFS	
Department Contract Administrator or Grant Coordinator:		Nancy Tan/Debbie Weston	
(If applicable) Department Reference #:		MH4-21-888	
Amount: (Contract/Amendment/Grant)	\$ 174,905.00	Advantage CT / RQS #:	CT 10A 20200807*0423
CONTRACT	Proposed Start Date:	8/1/2020	Proposed End Date: 12/31/2020
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:		Market Decisions Research Portland, ME	
Brief Description of Goods/Services/Grant:		State of Mental Health and Substance Abuse and Office of Child and Family Services Satisfaction Survey and Evaluation	

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
	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.

OBH is responsible for services to persons with serious and persistent mental health disorders. These individuals in most instances require an array of community support services to alleviate several symptoms and to help consumers remain productive participants in society.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

The Bates Consent Decree F: Paragraph 103 states the Department "... shall fund, develop, recruit and support an array of treatment services.

The purpose of this contract is to complete a consumer survey and evaluate the findings. The Order Adopting Compliance Standards was signed by the Court Master in 2007. This Order outlined the requirement for "an annual, random, statistically significant survey of class members, both at Riverview and in the community, as required by ¶279".

OCFS is required to complete a survey for the Mental Health Block Grant and provide the Federal Government/SAMHSA data by the first week of December 2019. Mental Health Block Grant funds must be used for this system survey and the spending must occur before the end of the federal fiscal year. In collaboration with OBH and OCFS a sole source contract with Market Decisions is being sought in order for the Department to meet the requirements of the Mental Health Block Grant related to submitting the URS data tables by conducting a Consumer/Family Satisfaction Survey and submitting to SAMHSA/NASMPD on 12/1/2020 (surveys should have begun on 7/1/ in order to meet the required deadline).

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

Market Decisions has established a rapport with MH-SA Consumers through the process of completing the FY17 Consumer Survey. Given the short time period of this agreement and the complex nature of OBH's consumers, it would be difficult for another Vendor to establish trust quickly. Through this process, Market Decisions was able to develop relationships and trust needed to successfully administer and evaluate the survey. Market Decisions conducts both qualitative research (focus groups and interviews) and quantitative research (online, telephone and paper mailed surveys) using entirely in-house resources. Their professional staff have immense experience conducting research with intricately designed survey instruments, weighted samples, difficult to reach populations and the most advanced analytical techniques.

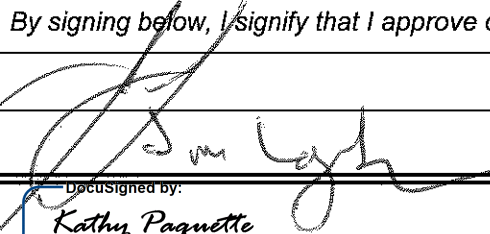
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Costs were negotiated with the Vendor and are based on previous similar work that has been determined fair and reasonable. OBH contracted with this vendor previously in SFY17 and SFY19, and the costs for this contract are in alignment with the prior contract expenses.

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

The Department intends to competitively procure these services with a 1/1/2021 contract start date.

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:	20/1/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	8/31/2020