

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		DHHS/OADS/ PSS & DSP Training and Certificate	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger Nancy Tan	
(If applicable) Department Reference #:		ADS-22-9302	
Amount: (Contract/Amendment/Grant)	\$ 137,078.00	Advantage CT / RQS #:	CT 10A 20210712000000000061
CONTRACT	Proposed Start Date:	07/01/2021	Proposed End Date: 6/30/2022
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:		University of Maine System dba University of Southern Maine, Portland, ME	
Brief Description of Goods/Services/Grant:		PSS & DSP Training and Certificate Program	

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.

The Department is seeking a proposal to provide technical support to review the previous project content and infrastructure developed for the Maine Direct Service Worker Training Program and other national models to assist Maine in identifying a new set of objectives and help guide decisions related strengthening the capacity and qualifications of the direct care workforce. The Department has indicated that the initial planning process will focus on the development of a combined core training module for PSSs and DSPs (to meet minimum requirements) and two advanced modules specific to those worker classifications. In addition to creating efficiencies and the ability for workers to expand professional development and career advancement, this design would provide an opportunity to explore reimbursement strategies that provide incentives and recognize tiered levels of competencies. This proposed scope of work assumes that the Department is pursuing a hybrid or fully online training model for the direct care workforce.

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PART III: SUPPLEMENTAL INFORMATION

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

The Muskie School, Cutler Institute partnered with Maine's Department of Health and Human Services (the Department) to provide project management, stakeholder engagement, curriculum development, web-based curricula and training website development and implementation. Cutler staff developed a Core module which served as the starting point for all workers to become certified as either PSS, DSP or MHRT 1. It contained common core competencies for all three job titles. Specialty modules were developed for each certification, e.g. PSS, DSP and MHRT 1, to meet state requirements. The online instruction was developed to be highly engaging and adhered to adult education standards. In addition, Cutler staff built the course to have frequent interaction between trainers and trainees in order to boost comprehension and completion. Pilots were conducted of the core and specialty modules and an evaluation was implemented to examine outcomes. In short, the model worked well, trainees mastered content, workers were interested in cross-training, and both trainees and trainers had a great deal of positive feedback. (More information can be found in *Maine Direct Service Worker Training Project Pilot: Summary of Project Results.*)

This is a continuation of previous work done by the Muskie School and Cutler Institute to complete the first phase of this project.

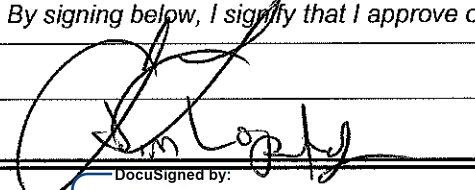
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The costs and rates of this agreement are consistent with the costs and rates of the previous agreement with the Provider for similar services.

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

This is a one-time service not intended to be the subject of a future competitive procurement process.

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:	29-11-21
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	8/23/2021