



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

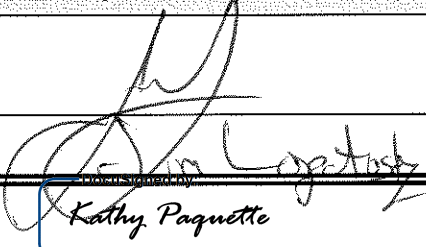

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS Riverview Psychiatric Center Matthew Davis / Kathryn Comeau		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Patricia Wall		
(If applicable) Department Reference #:		RPC-24-011		
Amount: (Contract/Amendment/Grant)		\$ 544,508.00	Advantage CT / RQS #:	CT 10A 20230323 ** 2431
CONTRACT	Proposed Start Date:	07/01/2023	Proposed End Date:	06/30/2024
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:		Medical Staffing & Service of Maine Brunswick, ME		
Brief Description of Goods/Services/Grant:		Staff Augmentation		

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

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	Riverview Psychiatric Center (RPC) continues to have a critical need to contract for psychiatric practitioners which must be provided by licensed and credentialed medical professionals. This contract provides for one staff psychiatrist to provide services at RPC. This service is needed to provide psychiatric and medical treatment to persons with serious and persistent mental illness as mandated by the AMHI Consent Decree.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This Provider, and the person we wish to acquire, has remained consistent through various challenges with RPC and has supported the Department with Consent Decree and CMS Certification requirements. Retaining the services of this provider will also ensure continuity of care as she is familiar with RPC patients. Another medical practitioner at RPC will be going on maternity leave resulting in a short-term staffing need. The RPC Clinical Director has requested the person we wish to acquire be onboarded to fill this short-term staffing need.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost of this contract is considered fair and reasonable for the services received. The person we wish to acquire with this contract is well acquainted with RPC. If we are unable to contract with this person, we will be required to fill this critical position using a locum tenens provider. The prevailing hourly rate for an equivalent locum tenens provider is approximately \$100.00 more per hour.
4. Describe the plan for future competition for the goods or services.	The Department is currently in the process of competitively procuring Recruitment and Payroll Services for contracted medical providers (CADB #DRPC20222) This RFP was developed to formulate a comprehensive Dorothea Dix and Riverview Psychiatric Center medical services recruitment process that is inclusive of this service and other contracted medical services. All new resources will be obtained from the vendors receiving awards from this RFP. However, all existing resources, such as the person we wish to acquire, are being allowed to remain on their existing agreements.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kathy Paquette	Date:	19-Jul-23
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	8/21/2023