

## 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:	Administration		
Department Contract Administrator or Grant Coordinator:	Mitchell Boynton		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,900.00	Advantage CT / RQS #:	03A 20210816000000000365
CONTRACT	Proposed Start Date:	09/13/2021	Proposed End Date: 06/30/2022
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:	Maximus Consulting Services Inc., Baltimore, MD 791188		
Brief Description of Goods/Services/Grant:	Prepare Cost Allocation Plan and Indirect Cost Rate		

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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
The Department of Corrections needs a Cost Allocation Plan and an Indirect Cost Rate in order to determine the department's FY23 Indirect Cost Rate (begins 07/01/2022) for the Department on applicable federal awards, allowing the department to recoup the administrative costs associated with non-general fund accounts.

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## PART III: SUPPLEMENTAL INFORMATION

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

Maximus has proven understanding of the Cost Allocation plan of the state of Maine. They have seasoned staff that completes the process timely. They have existing contacts with the federal government who approve the rates.

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

Maximus has been developing the Cost Allocation Plan and Indirect Cost Rate for the Department of Corrections for many years and it would be cost efficient to keep using Maximus. The Rate has not changed in several years.

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

At this time we are not aware if the State is taking steps to bring more Cost Allocation companies into the State.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>David Heath</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>	Mark McCarthy KAREN YEATON	<b>Date:</b>	9/1/2021
<b>Signature of DAFS Procurement Official:</b>	<i>William J.E. Allen</i>		
	<small>DocuSigned by:</small>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	9/1/2021

NOI 0920210697 09/01/2021 - 09/07/2021