



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
Table with fields: Department Office/Division/Program: DPFR / Insurance; Department Contract Administrator or Grant Coordinator: Vanessa J. Sullivan; Amount: \$ 161,900; Advantage CT / RQS #: 20220901 0673; Vendor/Provider/Grantee Name: Noble Consulting Services, Inc.; Brief Description of Goods/Services/Grant: Financial Examination Services

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
A. Competitive Process [ ] B. Amendment [ ] C. Single Source/Unique Vendor [x] D. Proprietary/Copyright/Patents [ ] E. Emergency [ ] F. University Cooperative Project [ ] G. Grant [ ] H. State Statute/Agency Directed [ ] I. Federal Agency Directed [ ] J. Willing and Qualified [ ] K. Client Choice [ ] 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.

The Maine Bureau of Insurance (“MBOI”) is charged with the financial oversight of domestic insurance companies pursuant to 24-A M.R.S.A. Subject to National Association of Insurance Commissioners (“NAIC”) accreditation requirements, the MBOI needs to engage an examination firm with specific skills related to certain products offered by Medical Mutual Insurance Company of Maine (“MMI”). MMI is Maine’s largest domestic medical malpractice insurance company and presents an insurer with relatively complex accounting and reserving matters.

Noble Consulting Services, Inc.(“NCS”) will deliver complete, NAIC accreditation compliant, examination files to the MBOI in a timely manner.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

- a. Presently, sufficient staffing and expertise is not available within the MBOI and the DPFR.
- b. The MBOI has worked with the Provider in the past. The Provider charges reasonable rates. The Provider has delivered several quality examination reports. The Provider, compared to industry peers, provides cost effective, efficient insurance company examinations and delivers NAIC complaint exam files.
- c. Other governmental resources (local, state, or federal agencies) external to the DPFR are not available to perform the service more efficiently or more cost effectively than the requested sole source.

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

NCS hourly rates presented, below, are competitive. Additionally, NCS examination efficiencies result in less expensive examination costs borne by examined Maine insurance companies.

<b>Staff Level</b>	<b>Hourly Rates</b>
Staff (inexperienced)	\$ 120
Staff (experienced)	\$ 130
Staff (experienced CFE)	\$ 145
Senior Examiner	\$ 145
Manager/EIC	\$ 155
Partner/Director	\$ 165

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

Ideally, in the future, the MBOI will be able to fully staff its exam team and conduct this examination and others like it in house.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	<i>Anne L. Head</i>		
Typed Name:	Anne L. Head	Date:	09/06/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Thomas Paquette</i>		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	9/15/2022