



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

**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/OADS/APS & DD/Psychological Services		
Department Contract Administrator or Grant Coordinator:		Althea Harris / Melanie Boucher		
(If applicable) Department Reference #:		ADS-22-5222		
Amount: (Contract/Amendment/Grant)		\$5,190.24	Advantage CT / RQS #:	CT 10A 20220805000000000417
CONTRACT	Proposed Start Date:	05/01/2022	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:		Donald Devine Belgrade, Maine		
Brief Description of Goods/Services/Grant:		Psychological Evaluation Services (APS & DD)		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

The Department is mandated by Maine statute to provide assistance and support for adult citizens of the State who are unable to manage their own affairs or to protect themselves from abuse, neglect or exploitation. The Department is also mandated by statute to provide services and programs for persons with intellectual disabilities or autism which protect the integrity of the legal and human rights of these persons. The Department also provides a comprehensive neurorehabilitation service system designed to assist, educate, and rehabilitate the person with an acquired brain injury to attain and sustain the highest function and self-sufficiency possible using home-based and community-based treatments, services and resources to the greatest possible degree.

Relevant statutes include 22 M.R.S.A., Chapter 958-A: Adult Protective Services Act; 34-B M.R.S.A., Chapter 5: Intellectual Disabilities and Autism; 18-C M.R.S.A. Article 5: Uniform Guardianship and Protective Proceedings; and 22 M.R.S.A., Chapter 715-A: Assistance for Survivors of Acquired Brain Injury.

The Department's Adult Protective Services (APS) is responsible for providing or arranging for services to protect adults in danger of abuse, neglect or exploitation. APS staff also petition for Public Guardianship and/or Conservatorship of adults when all less restrictive alternatives have failed.

The Department's Disability Services (DS) is responsible for providing a mechanism for the identification, evaluation, and provision of services to persons with intellectual disabilities or autism consistent with mandated principles guiding delivery of services through appropriate personal planning, as well as providing protective and supportive services to incapacitated and dependent persons.

This Agreement provides psychological consultation and evaluation services for the following populations:

- a. Adult Protective Services
  - (1) Adults who are alleged to be incapacitated as defined in 22 M.R.S.A., Chapter 958-A: Adult Protective Services Act.
  - (2) Individuals for whom the Department is petitioning the probate court to be appointed public guardian and/or public conservator when there is no suitable, available and willing private individual to serve as private guardian or conservator.
- b. Disability Services
  - (1) Qualified persons who are alleged to have intellectual disabilities or autism as defined in 34-B M.R.S.A., Chapter 5: Intellectual Disabilities and Autism.
  - (2) Persons for whom psychological consultation or evaluation is requested to determine eligibility to receive disability services from the Department.

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

DHHS, Office of Aging and Disability Services has determined that this provider is willing and qualified to provide these services. The provider currently provides psychological consultation and evaluation services and has board certified neuropsychologists on staff to provide the Acquired Brain Injury assessment services.

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

The rate charged by the Provider is considered fair and reasonable based on comparison with the rates commonly charged by qualified Providers for similar services. The rates are based on region and compared to other Psychologists in the area.

**PART III: SUPPLEMENTAL INFORMATION**

This provider's FY22 contract was with Devine & Devine, but he is no longer able to cash checks under this name. This contract is to allow payment to be made to Donald Devine for services already rendered under contract ADS-21-5222.

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

The Department does not intend to RFP this willing and qualified service.

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

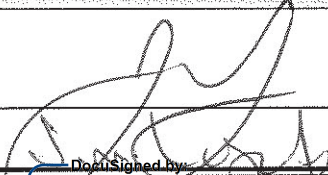

Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:		Date:	17 - Aug - 22
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	9/19/2022