



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.

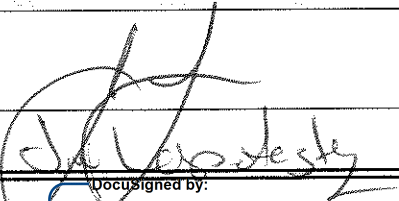
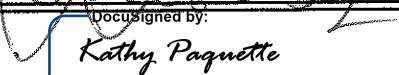
PART I: OVERVIEW				
Department Office/Division/Program:		DHHS Maine Center for Disease Control and Prevention, Office of Population Health Equity		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melinda Farrell		
(If applicable) Department Reference #:		CD0-23-1570		
Amount: (Contract/Amendment/Grant)		\$250,000.00	Advantage CT / RQS #:	CT 10A 2023073100000000207
CONTRACT	Proposed Start Date:	5/15/2023	Proposed End Date:	5/31/2024
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:		York County Community Action Program Sanford, ME		
Brief Description of Goods/Services/Grant:		To address health disparities experienced throughout the state.		

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.	The Provider shall implement programs and activities within communities that address the root causes of COVID-19 or address the social determinants of health that are unique to the community by advancing health equity, by creating the resource(s) needed to address these broader needs and by providing services in culturally relevant, linguistically appropriate, and timely ways. Providers shall also implement activities to support case management services for individuals currently in hotels or other temporary housing, including, but not limited to asylum seeker families in Southern Maine. The response should be linguistically and culturally appropriate.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	OPHE aims to address health disparities experienced throughout the state. OPHE's theory of change centers on the idea that the organizations best positioned to impact change in communities are those whose leadership reflects the community they serve. YCCAC is the only organization prepared and ready to serve asylum seekers in York County with case management services. They are experienced in delivering case management, are able to implement the activities immediately upon contract encumbrance and are a trusted resource in York County meeting a geographic area not currently covered by other OPHE Case Management funding.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Funding determination reflects similar funds administered to Community Based Organizations working with a variety of populations in other geographic areas (Androscoggin and Cumberland Counties) and is reflective of the anticipated number of cases YCCAC will serve Scope of work reflects reasonable activities and deliverables that reflect the funding and are comparable to the case management activities other organizations are taking on as part of the Community Resilience program.
4. Describe the plan for future competition for the goods or services.	The Department does not anticipate the availability of additional funding after this period.

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:	24-Aug-23
Signature of DAFS Procurement Official:			
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	9/15/2023