

**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:	Governor's Office of Policy Innovation and the Future (GOPIF)		
Department Contract Administrator or Grant Coordinator:	Gordon Smith		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	20240829*449
CONTRACT	Proposed Start Date:	8/26/2024	Proposed End Date: 3/1/2025
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Carol Kelly Pivot Point, Inc.		
Brief Description of Goods/Services/Grant:	Meeting facilitation for study mandated by L.D. 1364, including assistance with preparation of report due to Legislature on February 15, 2025.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for 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.

L.D. 1364, Resolve, to Study Methods of Preventing Opioid Overdose Deaths by Authorizing Harm Reduction Health Centers, was enacted this past session and signed into law by Governor Mills. It directs the Governor's Office of Policy Innovation and the Future to convene a working group to study methods of preventing opioid overdose deaths by authorizing harm reduction health centers. The working group must evaluate options for, identify barriers to and develop findings and recommendations regarding the prevention of opioid overdose deaths by authorizing harm reduction health centers in the State. "Harm reduction health center" means a facility that provides health screening disease prevention and recovery assistance services and that allows persons to consume previously obtained controlled substances on the premises.

The report to the legislature is due on Feb. 15, 2025 and must include findings and recommendations, including any proposed legislation.

This waiver is to procure a uniquely qualified consultant to conduct interviews, engage stakeholders, coordinate research, facilitate monthly meetings, synthesize the meeting notes and assist in drafting the report. Assistance with meeting the requirements of the public access laws is also anticipated. The legislature also appropriated \$15,000 to fund the study, with the funds becoming available July 1, 2024.

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

Pivot Point Inc. and its Managing Director, Carol Kelly, is a uniquely qualified consultant. Carol has over 25 years' experience in facilitation of complex issues and stakeholder groups, particularly in the public health and health care sectors. She has an excellent track record of helping groups find common ground and develop tangible solutions to community challenges. In this case, Carol is also a content expert, having facilitated 30 community forums in support of the 2016 Opioid Task Force, which led to Maine's first blueprint for action in response to the opioid epidemic. Subsequently, Carol has been the lead consultant, facilitator, and writer for Governor Mills' Opioid Response Strategic Action Plans. She has the knowledge and the relationships needed to guide an efficient process that results in a valuable report for policymakers.

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

The hourly rate of \$115 per hour has been determined by GOPIF and specifically, the Director of Opioid Response, to be fair and reasonable. This conclusion was reached through contacting others who have purchased similar services and confirming that the rates and costs offered by the Vendor are consistent and appropriate.

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

When services and expertise are available via multiple vendors, GOPIF will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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


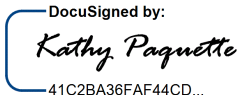
Does this request utilize ARPA/MJRP funds?

☐ 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:	Hannah Pingree	Date:	8/27/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	9/6/2024