



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OBH Leticia Huttman Eliza Fielding		
Department Contract Administrator or Grant Coordinator:		Jeanne Garza / Nicole Mitchell		
(If applicable) Department Reference #:		OSA-25-428A		
Amount: (Contract/Amendment/Grant)	Amend A: \$ 516,559.00 Revised: \$1,475,027.00	Advantage CT / RQS #:	10A 20240401000000002690	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2024	Effective Date:	6/30/2025
	Previous End Date:	6/30/2025	New End Date:	12/31/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Adcare Educational Institute of Maine Augusta, Maine		
Brief Description of Goods/Services/Grant:		Workforce Development Services		

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 checked="" 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 checked="" type="checkbox"/>	L. Other Authorization: RFP Extended

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 purpose of this amendment is to extend the existing agreement to allow time to RFP for these services. Additional funding is added to support the extension and to add Deliverables related to the Healthcare Summit.

The services under this agreement provide workforce development for substance abuse and mental health services, intervention, treatment, and recovery providers to maintain a well-trained and credentialed professional and paraprofessional workforce. This agreement covers the administration, training, and technical assistance for four (4) mental health certification programs: MHRT-1, MHRT/C, MHRT/CSP, and CIPSS.

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

The Provider was awarded previous contracts as a result RFP #201301460 which expired in 2022. This contract is being renewed for 1 year while Statewide learning Management systems are being vetted through the RFP process. The Statewide Learning Management system will significantly impact the scope of work with this service.

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

The funding for the various elements in the table of expenses has been thoroughly vetted through the vendor, OBH program manager and the two sub-recipients and reflects a small increase over the previous year. Workforce shortages in Maine necessitate this increase in resources to address this need.

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

The Department is working on an RFP (OBH20213) with an anticipated contract start date of 1/1/2026.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

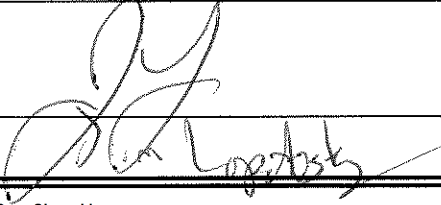
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	27-Aug-25
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	9/15/2025