



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:	Department of Health and Human Services			
Department Contract Administrator or Grant Coordinator:	Nicole Mitchell			
(If applicable) Department Reference #:	COM-26-9825C			
Agency Department Code:	10A	Advantage CT / RQS #:	CT 20250929000COM269825	
Amount: (Contract/Amendment/Grant)	Amend C: \$15,150.00 Revised: \$62,053.00			
CONTRACT	Proposed/Original Start Date:	9/17/2025	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	6/30/2027
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Consensus Building Institute Cambridge, MA			
Brief Description of Goods/Services/Grant:	Public engagement services related to Rural Health Transformation Program			

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	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 purpose of this amendment is to provide ongoing facilitation, coordination and support for the RHTP Advisory Committee, anticipated to meet monthly throughout SFY'27. Because of the unique role that CBI played during application development, they are well positioned to support ongoing advisory purposes.

The State of Maine has applied for newly available funding from the federal Rural Health Transformation Program (RHTP). The RHTP was created within the federal budget reconciliation bill, H.R. 1 (Section 71401 of Public Law 119-21) which was signed into law on July 4, 2025 and makes significant cuts to Medicaid. These cuts are permanent and expected to increase the number of uninsured individuals and costs to provide health care to those individuals over the next several years, particularly in rural areas. Nationally, these Medicaid cuts amount to nearly \$1 trillion over the next 10 years. That includes an estimated \$5 billion in cuts to Maine.

In Dec 2025, Maine was awarded \$190 million in Year 1 RHTP funding from CMS. Funding for RHTP is one-time funding over a period of five years and must be used within the specified time period.

Given the significant potential impact of these funds and the exceptionally short timeline for developing and implementing RHTP project plans, an urgency exists that requires continued procurement of goods or services from this vendor. The State has a need for third-party expertise with track records of effectiveness in Maine to secure continued robust public input on our strategy and to communicate our plans with external partners.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Consensus Build Institute (CBI) is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems. It is committed to collaboration on today's most urgent challenges—social, environmental, and economic. With expertise in facilitation, mediation, capacity building, citizen engagement, and organizational strategy, it works within and across organizations and stakeholder groups. It believes in giving voice to the ideas and values of people affected by difficult challenges, including those who are excluded from decision-making, in order to achieve wise, fair, and durable outcomes.

CBI has previously provided public engagement and facilitation services to Maine's Climate Council. In that work, they supported a complex set of work facilitating working groups and council meetings; generating broad public engagement and direct engagement with targeted stakeholders; and coordinating workplans. This work was successfully completed under significant time pressure, public visibility, and complicated stakeholder environment. Maine-based staff have provided initial support to lead this engagement and are available to complete this initial work of RHTP public engagement.

PART III: SUPPLEMENTAL INFORMATION

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

CBI submitted a proposal that was reviewed based on scope of work, compared to prior contracts for similar services and found to be fair and reasonable.

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

The Department will evaluate available competitive options at the end of the instrument's serviceable life expectancy when its replacement becomes necessary

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

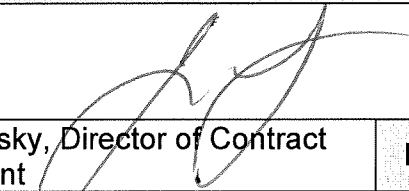
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosky, Director of Contract Management	Date:	10-Sep-26

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: 		
Typed Name:	41C2BA36FAF44CD... Kathy Blais	Date:	9/21/2026