

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Dept of Public Safety – EMS		
Department Contract Administrator or Grant Coordinator:	Sam Hurley Jaye Parker		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000 (amendment amount)	Advantage CT / RQS #:	CT-16A-20190610*3791
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	7/1/2019	Effective Date:
	Previous End Date:	6/30/2021	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Medical Center Portland ME		
Brief Description of Goods/Services/Grant:	Adding a "buy-down" of time for the Maine State EMS Pediatric Medical Director		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
x	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
x	E. Emergency		K. Client Choice
	F. University Cooperative Project	x	L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<b>This amendment is adding a Pediatric Medical Director as required by the Grant.</b>
<b>This contract currently provides services of the State's EMS Medical Director and the State EMS Associate Medical Director. This new position is now required as well by the grant. The physicians selected provide medical input and support the Maine EMS for purposes of evaluating appropriate treatment protocols, quality assurance reviews and other matters requiring the expertise of emergency</b>

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## PART III: SUPPLEMENTAL INFORMATION

medical physicians.

The responsibilities of these Directors continue to expand to topics such as emerging infectious disease response planning and law enforcement /tactical practices. In addition, as Maine's population ages and hospitals become more specialized, the demand for inter-facility transfers of patients with complex medical issues continues to grow.

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The roles of the physicians who are contract for these positions are both trained and experienced in emergency medicine. All candidates for these positions are interviewed by the Board of EMS and selected based on their qualifications which precludes an RFP process.

Maine Medical Center is unique to providing these Services as they are the hiring agency of these positions. As such, Maine Medical Center is the "contractor" Maine EMS "buys-down" shifts for each doctor to ensure that they have adequate time to fill the roles under this agreement.

This amendment is time sensitive as this is a requirement of the grant and the candidate's acceptance of the position delayed this from being part of the initial amendment that extended the original contract. It is imperative that this amendment be implemented so we are in compliance with the grant.

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



This is being paid by an EMS grant.

The rates assigned by Maine Medical Center for these positions are based on purchasing a portion of their time from their primary roles as emergency department physicians/associate professors of medicine at Maine Medical Center's Portland, Maine campus at the average billable rate.

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

The roles filled under this contract require specialized education and training. The physicians selected were chosen after an extensive interviewing process. As long as these individuals are willing to serve and are not removed by cause, the Board will continue to accept their services. In the event that any of all physician opt to discontinue service, then competition will be fostered through the application and interviewing process.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	By signing below, I signify that I approve of this procurement request.		
			
<b>Printed Name:</b>	Kendra Coates	<b>Date:</b>	10/5/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	10/13/2020