



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

## 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:		Administration		
Department Contract Administrator or Grant Coordinator:		Mitchell Boynton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9,900.00	Advantage CT / RQS #:	03A 2022081100000000453
<b>CONTRACT</b>	Proposed Start Date:	10/10/2022	Proposed End Date:	6/30/2023
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maximus US Services Inc., Baltimore, MD 21279		
Brief Description of Goods/Services/Grant:		Prepare Cost Allocation Plan and Indirect Cost Rate		

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.

The Department of Corrections needs a Cost Allocation Plan and Indirect Cost Rate in order to determine the department's FY24 Indirect Cost Rate (begins 07/01/2023) for the Department on applicable federal awards, allowing the department to recoup the administrative costs associated with non-general fund accounts.

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

Maximus has proven understanding of the Cost Allocation plan for the State of Maine. They have seasoned staff that completes the process timely. They have existing contacts with the federal government who approve the rates.

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

Maximus has been developing the Cost Allocation Plan and Indirect Cost Rate for the Department of Corrections for many years and it would be cost efficient to keep using Maximus. The rate has not changed in several years.

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

Until other competitors emerge, the Department will continue to seek a waiver of competitive bid to continue to use this provider's services.

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

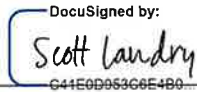
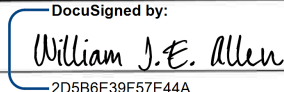
Does this request utilize ARPA/MJRP funds?

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:	Scott Landry	Date:	9/28/2022
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	10/13/2022

NOI 1020221027 10/13/2022 - 10/19/2022