



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:		DHHS Riverview and Dorothea Dix Psychiatric Centers		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger Brianne Carrero		
(If applicable) Department Reference #:		DRPC-24-002		
Amount: (Contract/Amendment/Grant)	\$ 1,459,266.00	Advantage CT / RQS #:	CT 10A 20230228000000002194	
CONTRACT	Proposed Start Date:	07/01/2023	Proposed End Date:	06/30/2024
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Liberty Healthcare Corp Bala Cynwyd, PA		
Brief Description of Goods/Services/Grant:		Contracted Medical Staff		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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.

There continues to be a critical need to contract for psychiatric and medical services which must be provided by licensed and credentialed medical professionals. These services are needed to provide psychiatric and medical treatment to persons with serious and persistent mental illness as mandated by the State of Maine DLRS, TJC and CMS.

There are no State of Maine government or other governmental entities that can provide these services. Presently most direct care staffing positions are vacant. Recruitment and retention issues and lack of qualified applicants have continued to make staffing difficult.

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

Liberty Healthcare is the current provider of this agreement and has been providing these services since July 1, 2015. The Department is currently reviewing the services needed and the appropriate method for procurement. These services are essential for maintaining required minimum physician staffing levels. CMS requires that a minimum staffing level of physicians is maintained to provide treatment for its patients. A lapse in these services would mean failure to provide required staffing levels and would constitute a violation of CMS requirements.

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

A cost analysis for continuing this service through June 30, 2023 is attached. The cost extension has been determined by reviewing the current usage and associated costs under the current contract terms.

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

At this time, the Department is drafting a Requests for Proposals (RFP) document for these services. This agreement will ensure these vital services continue uninterrupted while the Department continues to formulate a comprehensive Dorothea Dix and Riverview Psychiatric Centers medical services RFP that is inclusive of this service and other medical service contracts.

The Department intends to issue an RFP for Recruitment and Payroll Services (DRPC20222) during State Fiscal Year 2023. However, all existing resources will be allowed to remain on their existing agreements while all new resources will be obtained through the Department's master agreement for Recruitment and Payroll 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:	David Morris	Date:	21-Aug-23
Signature of DAFS Procurement Official:			
Typed Name:	David Morris	Date:	10/16/2023