



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:		Health & Human Services/Maine CDC/Environmental and Occupational Health Karyn Butts / Geoff Miller		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque/Matt Galletta		
(If applicable) Department Reference #:		CDM-24-5352		
Amount: (Contract/Amendment/Grant)	\$ 265,335.00	Advantage CT / RQS #:	CT 10A 2023081600000000361	
CONTRACT	Proposed Start Date:	07/01/2023	Proposed End Date:	06/30/2025
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:		Penquis CAP, Inc Bangor, Maine		
Brief Description of Goods/Services/Grant:		Lead Inspections		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

22 MRS §§ 1319-C, 1320, and 1320-A give the Department authority to inspect dwellings, child-occupied facilities, and childcare facilities for lead hazards under certain circumstances, including when a lead poisoned child is identified, or lead-based substances have been identified or are suspected. This agreement will provide services to the Department to execute this authority. The services to be procured are for environmental lead investigations to identify lead hazards in dwellings, child-occupied facilities, and childcare facilities. Information gathered from investigations is used to prevent child occupants from lead exposure in accordance with the Department's statutory authority to order the removal of lead hazards identified during investigations (22 MRS §1321).

Services under this agreement will be provided in the area(s) indicated in the table below as well as other areas of the state on an as needed basis.

Area Number	Counties Served
Area 2	Aroostook, Piscataquis, and Penobscot
Area 5	Washington and Hancock
Area 6	Kennebec and Somerset
Area 7	Knox, Lincoln, Sagadahoc and Waldo

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

Environmental Lead Inspections can only be performed by risk assessors licensed by the Maine Department of Environmental Protection. Any Providers who are willing and meet the requirement to be a licensed lead risk assessor in Maine may be offered a contract. This vendor meets the qualifications required to perform these services.

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

The agreement amount is based on: a) the projected number of investigations estimated to occur within the vendor's service area; and b) the vendor's capacity to perform investigations. Costs per inspection type were originally established through a competitive request for proposals process in 2016 (RFP # 201604094) and re-negotiated with the vendor under this new contract. The vendor provides services across a large geographic area resulting in a high degree of variability in travel time required to perform inspections. As a result, for this agreement, the Department and the vendor agreed to use a base cost for each type of inspection performed, regardless of location (i.e., service area listed under #1 above), and apply a charge for actual staff travel time to and from inspections. This will allow the vendor to be directly and transparently reimbursed for travel. The staff travel time rate is based on the risk assessor's actual salary and fringe and includes no overhead costs.

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

These services will be procured under the Willing and Qualified process.

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:	Jerry Lopez	Date:	05-24-23
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	10/16/2023