



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:		Office of Aging and Disability Services/Core Q Quality Assurance/Esther Miller/Christie Goodman	
Department Contract Administrator or Grant Coordinator:		Althea Harris / Stacy Martin	
(If applicable) Department Reference #:		ADS-24-9320	
Amount: (Contract/Amendment/Grant)	\$6,000.00	Advantage CT / RQS #:	CT 10A 20240517*3301
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date: 3/31/2025
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:		Dr. Nicholas Castle	
Brief Description of Goods/Services/Grant:		Distribution of CoreQ surveys to residents of residential care facilities in Maine	

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.

Office of Aging and Disability Services (OADS) is launching a pilot project to implement CoreQ quality measure surveys in residential care facilities in Maine. This is an initial step towards upcoming value-based payment rate reform for these facilities.

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

Dr. Castle is one of two individuals who developed CoreQ, and as part of his ongoing research in this space he provides this service at the cost of U.S. Mail.

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

Dr. Castle does not charge a fee for his service. He only charges the amount of the out-of-pocket cost for him to print and mail surveys to facilities.

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

If the pilot program proves that CoreQ is an appropriate quality measure for future payment reform, OADS will publish an RFP and use the standard competitive bid process for facilities who do not already work with a CoreQ vendor.

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

Does this request utilize ARPA/MJRP funds?

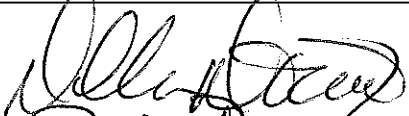
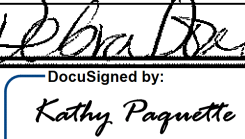
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Debra Brewer	Date:	8/8/2024
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	10/25/2024