



### PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Health and Human Services		
Department Contract Administrator or Grant Coordinator:		Lisa Letourneau/Nicole Mitchell		
(If applicable) Department Reference #:		COM-26-9825		
Agency Department Code:	10A	Advantage CT / RQS #:	CT 10A 20250929000COM269825	
Amount: (Contract/Amendment/Grant)		\$46,903.00		
CONTRACT	Proposed/Original Start Date:	9/17/2025	Proposed/Most Recent End Date:	12/31/2025
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Consensus Building Institute Cambridge, MA		
Brief Description of Goods/Services/Grant:		Public engagement services related to Rural Health Transformation Program		

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. Higher Education 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 State of Maine plans to apply for newly available funding from the federal Rural Health Transformation Program (RHTP). The RHTP was created within the federal budget reconciliation bill, H.R. 1 (Section 71401 of Public Law 119-21) which was signed into law on July 4, 2025 and makes significant cuts to Medicaid. These cuts are permanent and expected to increase the number of uninsured individuals and costs to provide health care to those individuals over the next several years, particularly in rural areas. Nationally, these Medicaid cuts amount to nearly \$1 trillion over the next 10 years. That includes an estimated \$5 billion in cuts to Maine.

If awarded funding through RHTP, Maine anticipates receiving an estimated \$500 million, amounting to \$100 million a year over five years. States may also receive competitive discretionary funding above that amount. Funding for RHTP is temporary and one-time and must be used within the specified time period.

The application was released by CMS on September 15, 2025 and must be submitted by November 5, 2025.

Given the significant potential impact of these funds coupled with the exceptionally short timeline for proposal development, the state must act quickly to develop and submit a comprehensive plan to secure this much needed funding. The State has a need for third-party expertise with track record of effectiveness in Maine to help secure robust public input on our strategy and develop a comprehensive, compelling proposal.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Consensus Build Institute (CBI) is a nonprofit organization that is uniquely qualified with decades of experience helping leaders collaborate to solve complex problems. It is knowledgeable and committed to collaboration on today's most urgent challenges—social, environmental, and economic. With expertise in facilitation, mediation, capacity building, citizen engagement, and organizational strategy, it works within and across organizations and stakeholder groups. It focuses on giving voice to the ideas and values of people affected by difficult challenges, including those who are excluded from decision-making, in order to achieve wise, fair, and durable outcomes.

CBI has experience within Maine providing public engagement and facilitation services to Maine's Climate Council. In that work, they supported a complex set of work facilitating working groups and council meetings; generating broad public engagement and direct engagement with targeted stakeholders; and coordinating workplans. This work was successfully completed under significant time pressure, public visibility, and complicated stakeholder environment. Maine-based staff available to lead this new engagement.

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

CBI submitted a proposal that was reviewed based on scope of work, compared to prior contracts for similar services and found to be fair and reasonable.

**PART III: SUPPLEMENTAL INFORMATION**

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

The department does not plan to competitively procure these services in the future

**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.

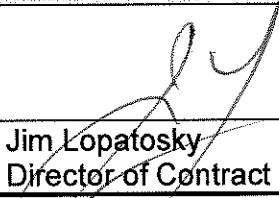
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**


The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Jim Lopatosky Director of Contract Management	Date:	1-Oct-25

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	10/16/2025