



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

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:		DHHS/OADS/DS	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		ADS-26-9712B	
Agency Department Code:	10A	Advantage CT / RQS #:	20250815000ADS269712
Amount: (Contract/Amendment/Grant)		Amendment B: \$49,496.00 Revised Total: \$210,008.00	
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date: 9/30/2027
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): N/A
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Economic Systems, Inc. Falls Church, Virginia	
Brief Description of Goods/Services/Grant:		Continued Home and Community Based Services (HCBS) compliance services	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

This amendment is needed to add additional work and continue critical system development, maintenance, security, documentation, and help desk support tied to OADS Part 2, Home and Community Support Services Licensing and approval of new applicants seeking to deliver Home and Community Based Services. The additional work will support provider onboarding, provider review and approval, provider monitoring, compliance tracking, findings management, and public reporting.

The amendment is necessary because these functions are directly connected to OADS' responsibility to oversee Home and Community Support Services providers and ensure that provider information, approval status, compliance activity, and findings are tracked consistently. Continuing this work will help OADS strengthen provider oversight, reduce variability in review and approval processes, support conformance with program requirements, and improve the reliability of information used for public reporting.

The purpose of this Contract is to provide continued hosting, security, and documentation of the agency portal created by EconSys under agreements ADS-19-9712 and ADS-24-9712, following the State of Maine's implementation of program changes in accordance with the Home and Community Based Services (HCBS) Settings Final Rule, and promulgated rules for Home and Community Based Services in which providers must apply to become an OADS approved provider.

The Provider will also maintain the current (legacy) portal to provide access to download the raw data and previously uploaded documents, although users will not be able to make any changes to the legacy portal's records. The continuation of EconSys' compliance support will create consistency and familiarity for the Office of Aging and Disability Services (OADS) providers who have undergone many changes in recent years, as all entities (internal and external) have navigated these significant federal rule changes.

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.

Provider performed under ADS-19-9712, and this new contract is for a continuation of services. As noted above, the continued use of EconSys and their portal will create consistency and familiarity for OADS providers who have undergone many changes in recent years, as all entities (internal and external) have navigated these significant federal rule changes for the HCBS Settings Final Rule.

The Provider has the technical ability and expertise to provide comprehensive services to the State to meet the obligations under the HCBS rule. The Provider's subject matter expert will be leading the Maine team to provide the necessary services to the State and coordinate the work.

The Provider's subject matter expert has previous experience in Maine, Alabama, Michigan, Tennessee, and Wisconsin on HCBS final settings rule compliance and Medicaid waiver changes. CMS and the Administration for Community Living (ACL) contracted with subject matter experts

PART III: SUPPLEMENTAL INFORMATION

working with EconSys to provide technical education and information for all states on implementation of the HCBS rule. Furthermore, EconSys has prior experience in Maine, with DHHS on an Office of Aging and Disability Employment Policy Technical Grant (2013-2016) coordinating a comprehensive workplan and documentation portal for the three-year project which included assistance to analyze the 2015 STP in relationship to State statutes and policies, and development of provider self-assessments for the HCBS rule implementation. EconSys' data collection experience spans over 25 years. EconSys has developed data collection tools, both web-based and Microsoft Excel-based, to collect programmatic data.

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

The proposed costs are aligned with the previous contracts with Economic Systems.

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

OADS, through a future competition for goods and services will seek to incorporate the business requirements and functioning of this online portal within OADS Evergreen system, as a provider management feature.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:


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Procurement Justification Form (PJF)

Typed Name:	Jim Lopatosky	Date:	Aug-19-2026
2. Additional signature required ONLY if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests.</u>			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: <i>Lauren Mounouris, Systems Analyst</i>		
Typed Name:	Lauren Mounouris, IT Procurement Systems Analyst	Date:	9/23/2026