

**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/OADS/DDS		
Department Contract Administrator or Grant Coordinator:		Althea Harris / Jeanne Garza		
(If applicable) Department Reference #:		ADS-23-9721		
Amount: (Contract/Amendment/Grant)	\$755,360.00	Advantage CT / RQS #:	CT 10A 20220718000000000177	
CONTRACT	Proposed Start Date:	<b>07/01/2022</b>	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:		Elsevier, Inc. New York, New York		
Brief Description of Goods/Services/Grant:		Elsevier provides the platform called DirectCourse that houses Maine's College of Direct Support, the Direct Support Professionals on-line certificate program		

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.

The MaineCare Home and Community Based Waiver (Section 21), Community Supports Waiver (Section 29), Brain Injury Waiver (Section 18), and Other Related Conditions Waiver (Section 20) require Direct Support Professionals (DSP) to receive training and demonstrate proficiencies prior to providing direct support to individuals receiving services. The Section 21 and Section 29 Waivers specifically require that Direct Support Professionals complete the curriculum adopted by the Department, i.e., the Maine College of Direct Support, within six months of the date of hire to meet Medicaid health and safety standards. Currently, nearly 14,000 active learners are employed as DSPs or are working toward Direct Service Professional (DSP) certification. The system provides training for annual continuing education requirements for all learners as well.

This Agreement provides access to the Maine College of Direct Support, a multimedia interactive on-line training curriculum developed by the Research and Training Center on Community Living at the University of Minnesota and the College of Direct Support Editorial Board, who ensure that every course for DSP training offers nationally recognized best practices. The Maine College of Direct Support program includes a Learning Management System online that allows administrators to track progress of those engaged in the program. The Department uses administrative access to monitor, manage, and review learners' DSP certification progress and completion.

This Agreement also provides the Department of Labor a subscription to an e-learning curriculum entitled College of Employment Services, which is based upon the Curriculum Set authorized by the University of Mass-Boston Institute on Community Inclusion.

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

The Provider is a national service, providing a full curriculum for training of Direct Support Professionals which includes basic training topics and a wide range of additional topics unique to Maine's workforce training needs. The Provider has been providing services reliably for over a decade, assuring the ability to track learners and training and maintain State compliance with federal CMS waiver requirements for workforce training. This curriculum is approved by the Centers for Medicare and Medicaid Services, the federal funding agent for Section 21 and Section 29 and the Maine Department of Health and Human Services. The Provider offers an extensive Learning Management System that enables the State to monitor compliance with training and certification requirements described in Section 21 and Section 29.

DirectCourse's College of Employment Services (CES) curriculum follows competencies approved by the Association of Community Rehabilitation Educators (ACRE). CES has been a qualified vendor of this service to the State of Maine since 2017.

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

The cost is a subscription, based on 14,000 learners accessing the College of Direct Support. The Department determined that the cost is fair and reasonable by comparing to the anticipated cost associated with developing and offering a comparable program within the Department.

The DirectCourse's College of Employment Services (CES) cost is a subscription for 200 learners. The Current market-rate pricing for a 100-Learner Annual Maximum is ~\$9,100 but Elsevier has agreed to the deeply discounted pricing of \$4,999 annually for the 2022 and 2023 subscription terms, inclusive of the 100-count Annual Learner maximum.

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

The Department is currently in the process of evaluating the overall structural approach to training for all direct care classifications and this service will be included in the competitive procurement process when the evaluation and design work is complete, presently anticipated for 07/01/2024.

**PART III: SUPPLEMENTAL INFORMATION**

Currently the DHHS and DOL are executing a contract with UMass Boston, which was the result of a competitive bidding process seeking community employment services workforce training. DirectCourse's College of Employment Services (CES) content is designed to comply with Part I of ACRE training. Part II of ACRE training is provided by UMass Boston. This contract will help bridge the delivery of those services. In addition, Elsevier is providing an online platform which is not available through other vendors.

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

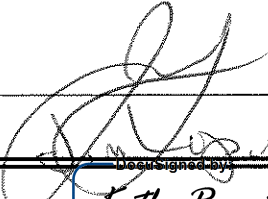
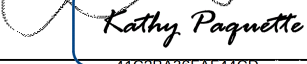
Does this request utilize ARPA/MJRP funds?

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):			Date:	22-11-22
Typed Name:	<i>Kathy Paquette</i>			
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		Date:	11/8/2022
Typed Name:	Kathy Paquette			