



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/OBH/Cynthia McPherson(PM)/Kristen King(PA)/Crisis Stabilization	
Department Contract Administrator or Grant Coordinator:		Althea Harris / Melinda Farrell	
(If applicable) Department Reference #:		Multiple, See Attached List	
Amount: (Contract/Amendment/Grant)	Multiple, See Attached List	Advantage CT / RQS #:	Multiple, See Attached List
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2022	Effective Date: 7/1/2022
	Previous End Date:	6/30/2023	New End Date: N/A
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Multiple, See Attached List	
Brief Description of Goods/Services/Grant:		Crisis Stabilization Services	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" 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 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.	<p>Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>The purpose of this amendment is to add funding for adult ancillary and child crisis services to the following agreements: MHC-23-322D MHC-23-413D</p> <p>And:</p> <p>Modify via language change only the following agreements: MHC-23-240D MHC-23-414D MHC-23-415D MHC-23-699D</p> <p>There are three (3) distinct services provided in this service group, <u>Crisis Intervention Mobile Response Services</u> (Mobile Services) and <u>Crisis Residential Services</u>, and <u>Crisis Telephone Response</u>. The Provider shall provide effective Mobile Services and Residential services in the least restrictive setting and connect Persons in Crisis to community-based service providers.</p>																																		
2.	<p>Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p> <p>These services were competitively bid under RFP 201506113, 201506114 and 201706121. Due to the appeal process under RFP 201506114, the renewal periods are as follows, this contract is renewal period 4.</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Period</th> <th style="padding: 5px;">Start Date</th> <th style="padding: 5px;">End Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Initial Period of Performance</td> <td style="padding: 5px;">4/1/2018</td> <td style="padding: 5px;">3/31/2019</td> </tr> <tr> <td style="padding: 5px;">Renewal Period 2</td> <td style="padding: 5px;">4/1/2019</td> <td style="padding: 5px;">6/30/2020</td> </tr> <tr> <td style="padding: 5px;">Renewal Period 3</td> <td style="padding: 5px;">7/1/2020</td> <td style="padding: 5px;">6/30/2021</td> </tr> <tr> <td style="padding: 5px;">Renewal Period 4</td> <td style="padding: 5px;">7/1/2021</td> <td style="padding: 5px;">6/30/2022</td> </tr> <tr> <td style="padding: 5px;">Renewal Period 5</td> <td style="padding: 5px;">7/1/2022</td> <td style="padding: 5px;">6/30/2023</td> </tr> <tr> <td style="padding: 5px;">Final Renewal</td> <td style="padding: 5px;">7/1/2023</td> <td style="padding: 5px;">6/30/2024</td> </tr> </tbody> </table> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td style="padding: 5px;">MHC-(18-24)-700</td> <td style="padding: 5px;">201506113</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-115</td> <td rowspan="4" style="padding: 5px;">201506114</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-240</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-241</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-322</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-414</td> <td rowspan="3" style="padding: 5px;">201706121</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-413</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-415</td> </tr> <tr> <td style="padding: 5px;">MHC-(18-24)-699</td> <td></td> </tr> </tbody> </table>	Period	Start Date	End Date	Initial Period of Performance	4/1/2018	3/31/2019	Renewal Period 2	4/1/2019	6/30/2020	Renewal Period 3	7/1/2020	6/30/2021	Renewal Period 4	7/1/2021	6/30/2022	Renewal Period 5	7/1/2022	6/30/2023	Final Renewal	7/1/2023	6/30/2024	MHC-(18-24)-700	201506113	MHC-(18-24)-115	201506114	MHC-(18-24)-240	MHC-(18-24)-241	MHC-(18-24)-322	MHC-(18-24)-414	201706121	MHC-(18-24)-413	MHC-(18-24)-415	MHC-(18-24)-699	
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3.	<p>Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>Mobile and Crisis Residential rates are based on existing MaineCare rates. 65% of the total allocation can be used for Ancillary costs that are outlined in the Rider A. The ancillary portion was increased in FY23 for the following reasons:</p> <ul style="list-style-type: none"> Providers must maintain staffing, regardless of utilization Crisis Residential Units are not allowed to upstaff with children--not able to accept new referrals, when one child requires upstaffing 																																		

PART III: SUPPLEMENTAL INFORMATION

- Staff have been forced to be out due to COVID-cases where staff has a positive test, forced to isolate

The Crisis Telephone Response contract (MHC-23-700) is cost settled and this service does not have an established MaineCare Rate. Allocation is based on funding the staffing required based on historical call volumes.

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

This services next RFP will be awarded in 2024 for a 7/1/2024 contract start date.

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):	DocuSigned by: <i>Debra Downer</i> -5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	oct-17-2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> -41C2BA30FAF44CD...		
Typed Name:	Kathy Paquette	Date:	11/13/2023

Addendum to Crisis Stabilization-SFY23 – Amendment Letter D

Start Date: 7/1/2022

End Date: 6/30/2023

Vendor Name	Agreement Number	Contract Start	Contract End	Amendment Amount	Revised Amount
AROOSTOOK MENTAL HLTH SERV INC	MHC-23-240D	7/1/2022	6/30/2023	\$0.00	\$500,559.00
SWEETSER	MHC-23-414D	7/1/2022	6/30/2023	\$0.00	\$1,090,465.00
SWEETSER	MHC-23-415D	7/1/2022	6/30/2023	\$0.00	\$484,338.00
THE OPPORTUNITY ALLIANCE	MHC-23-699D	7/1/2022	6/30/2023	\$0.00	\$1,348,267.00
Crisis & Counseling Ctr	MHC-23-322D	7/1/2022	6/30/2023	\$96,341.00	\$1,602,518.00
Sweetser	MHC-23-413D	7/1/2022	6/30/2023	\$19,000.00	\$840,186.00
			Totals	\$115,341.00	\$5,866,333.00