



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:		Maine CDC/Health Systems/Rural Health and Primary Care		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Stacy Martin		
(If applicable) Department Reference #:		CD0-24-2215		
Amount: (Contract/Amendment/Grant)		\$ 126,000.00	Advantage CT / RQS #:	CT 10A 20230817000000000376
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date:	9/30/2026
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:		JSI Research and Training Institute, Inc. Boston, MA		
Brief Description of Goods/Services/Grant:		The purpose of this Agreement is to assist the state of Maine in fulfillment of the requirements of the Primary Care Office Cooperative Agreement. This includes, but is not limited to, technical assistance for completion of Health Professional Shortage Area and Medically Underserved Area applications and continuation of the review of and updates to Maine's Rational Service Areas. A number of federal and state programs depend upon shortage designation to determine eligibility and prioritize funding to the areas of highest need.		
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 Health Resources and Services Administration, (HRSA), through a cooperative agreement, depends upon all states and territories, including Maine, to administer programs, provide services and network with others to improve primary care service delivery and workforce availability for those in frontier, rural and underserved areas. In addition to other duties, such as administration of workforce programming, this cooperative agreement requires the Rural Health and Primary Care Program (RHPCP), which serves as Maine's Primary Care Office (PCO), to review, create and update shortage designations and submit statewide rational service area plans in the primary care, dental and mental health disciplines. Although Maine is one of the five states to have already created Statewide Rational Services Areas (called Primary Care Analysis Areas in Maine), they are decades old. We must ensure that the previously established Areas meet our current goals and the needs of Maine residents, a multi-year process that involves extensive data gathering, GIS mapping and analysis and is currently underway.

Some of the key tasks associated with this project include the following:

- Collect, organize, and analyze data sources, including licensure data bases of health care providers, including physicians, dentists, and mental health providers.
- Compile a wide range of data on health status indicators, socio-economic, and demographic data.
- Extract and analyze Maine all payer medical, mental health, and dental claims, and other state and locally provided data to use in the analyses of service areas.
- Analyze patient flow patterns using origin and destination matrices of claims.
- Geographic analysis of these data using GIS tools.
- Develop options for designation renewals and new service areas, as measured by the data available.
- Submit designation applications into the federal shortage designation system (SDMS) and respond to federal analyst inquiries about the requests.
- Provide intensive in-person training to RHPCP staff on designations and the federal SDMS.
- Develop a plan for updating provider data, including survey design and process guidance.

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

There is no other vendor known to this office that can process Health Professional Shortage Area designations as well as provide all of the GIS mapping and data procurement, storage and analysis that is required to implement a systematic approach to provider updates and an evidence-based approach to update Maine's Statewide Rational Service Areas.

Although there are other entities that can process Health Professional Shortage Area designations, they primarily use a manual process that was used by Maine for many years. The RHPCP, with assistance from JSI, has been collecting licensing board data, MaineCare data, vital statistics, and all payer claims data from the Maine Health Data Organization with the goal to modernize our Health Professional Shortage Area process. The RHPCP does not wish to return to the previous, manual process.

Further, there is no other vendor known to this office that currently contracts with states undertaking the unique project of analyzing and updating the Statewide Rational Service Area plans for primary care, dental and mental health. JSI has already taken steps to implement the evidence-based plan, procured the data necessary, made the necessary arrangements to host the health care data in a secure manner per strict Maine Healthcare Data Organization requirements, and processed the data for use in the provider update, designation and Statewide Rational Service Area process. This contract will commence during a critical time for fulfillment of our planned activities as outlined to the Health Resources and Services Administration. The RHPCP has neither the time nor the financial resources to repeat these steps. JSI is the only organization that has the staff, experience and systems ready to provide these necessary services in a timely and cost-effective manner.

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

The proposed rate is consistent with the previous contract which was deemed to be fair and reasonable based on the scope of the work to be performed and is comparable to other vendors who provide to the Department a high degree of specialized data collection, processing, and analysis.

PART III: SUPPLEMENTAL INFORMATION

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

The Department does not intend to competitively bid these services.

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

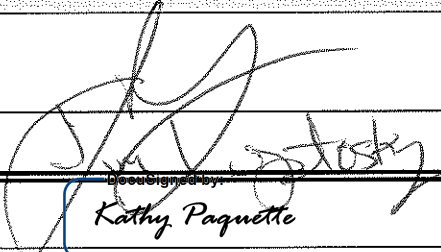

Does this request utilize ARPA/MJRP funds?

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:	11-01-23
Typed Name:			Date:	
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		Date:	11/15/2023
Typed Name:	Kathy Paquette	Date:	11/15/2023	