



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

Table with 4 columns and 10 rows containing procurement details: Department Office/Division/Program (DHHS Riverview Psychiatric Center), Department Contract Administrator or Grant Coordinator (Althea Harris / Melanie Boucher), (If applicable) Department Reference # (RPC-24-001A), Amount (Current: \$ 638,188.00, Amend A: \$ 308,713.00, Revised: \$ 946,901.00), Advantage CT / RQS # (CT 10A 20230324*2440), CONTRACT Proposed Start Date, AMENDMENT Original Start Date (7/01/2023), Effective Date (10/16/2023), GRANT Project Start Date, Vendor/Provider/Grantee Name (Liberty Healthcare Corp - Physician Services), Brief Description of Goods/Services/Grant (Contracted Medical Staff).

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns and 7 rows for justification options: A. Competitive Process, B. Amendment (checked), C. Single Source/Unique Vendor (checked), D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, L. Other Authorization - RFP Extension (checked).

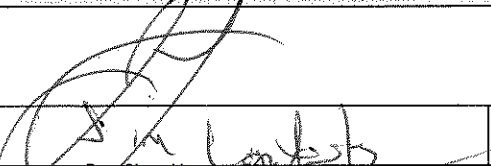

Please respond to ALL of the questions in the following sections.

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.	<p>The purpose of this Amendment is to add funds for a new psychiatrist.</p> <p>This Agreement is to contract for licensed psychiatric and medical service professionals. These medical professionals are needed to provide psychiatric and medical treatment to persons with serious and persistent mental illness as mandated by the AMHI Consent Decree, State of Maine DLRS, The Joint Commission and CMS.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>These services are essential for maintaining required minimum staffing levels. CMS requires that a minimum staffing level of physicians is maintained at all times in order to provide adequate treatment for its patients. This agreement has been established to adequately provide and fund these staffing levels and for accommodating unanticipated contingencies such as staff absences and terminations. A lapse in these services would mean failure to provide required staffing levels and would place Riverview in immediate violation of the AMHI Consent Decree and other Federal and State regulatory agencies (CMS, TJC, DLRC). The staff assigned to RPC by this vendor are well acquainted with the facility and its patients, which is essential in maintaining continuity of care.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The budgeted amount of this Agreement has been determined by evaluating the anticipated staffing utilization and associated funding needs of these services. Locum tenens are based strictly on need and thus the cost is widely unpredictable. The amount of required funding associated with locum tenens physicians is based on cost estimates since the exact level of need is unknown. Since September 2019 RPC has dramatically lowered its reliance on locum tenens staff and will continue to do so wherever possible.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Department is currently competitively procuring (CADB RFP DRPC20222) these services with an anticipated contract start date of 7/1/2024. The Department intends to issue an RFP for Recruitment that is inclusive of this service and other medical service contracts. However, all existing resources will be allowed to remain on their existing agreements while all new resources will be obtained through the Department's master agreement for Recruitment and Payroll Services.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	24 - Oct - 23
Typed Name:			Date:	
Signature of DAFS Procurement Official:			Date:	
Typed Name:	Kathy Paquette		Date:	11/27/2023