



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//OBH Leticia Huttman Eliza Fielding		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		MH4-24-3000B		
Agency Department Code:	10A	Advantage CT / RQS #:	20240514000000003230	
Amount: (Contract/Amendment/Grant)		Amend B: \$100,000.00 Revised: \$974,881.00		
CONTRACT	Proposed/Original Start Date:	10/1/2023	Proposed/Most Recent End Date:	6/30/2025
AMENDMENT	New Effective Date:	7/1/2025	New End Date (if Applicable):	3/31/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System dba University of Southern Maine Portland, Maine		
Brief Description of Goods/Services/Grant:		Workforce Development		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input 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 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. Higher Education 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 purpose of this amendment is to add funding and extend the end date of the agreement. The extra time in the contract allows for the completion of the work; the additional funding addresses the need for additional staffing.

Behavioral Health workforce training and certification programs for non-licensed staff are vital to the behavioral health system. Services under the MaineCare Benefits Manual as well as services in some grant-funded agreements rely on behavioral health providers to have qualified staff through training and certification programs. OBH does not have the capacity to provide the administration of these certification programs and utilizes the University of Southern Maine's Muskie School of Public Service' Catherine Cutler Institute's Center for Learning (CFL)/USM for this administration. Muskie CFL functions as a center for excellence in this work to improve and maintain the training and certification of selected behavioral health workforce disciplines including the MHRT-I, MHSS, MHRT/C, MHRT/CSP and CIPSS.

This Contract is necessary to provide Behavioral Health Workforce Development training and certification for behavioral health service providers to maintain a well-trained and credentialed professional and paraprofessional workforce. This Agreement builds on the preceding work of USM Muskie's CFL (resulting from the previous RFP, RFP# 201301460) and leverages the University's expertise and experience in behavioral health workforce program and systems development, management, and administration to support the Department's certification programs.

The Provider shall work with the Department and the provider communities to build capacity, assess needs, plan, implement, evaluate, and sustain training and certification programs. A well-trained behavioral health workforce will assist in access to quality and appropriate evidence-based services. This Agreement includes certification process administration, curricula development, database management, and oversight and maintenance of the integrated learning management system development for multiple behavioral health certification programs, seeking to automate administrative processes and create sustainable platforms. This agreement will result in an enhancement and refinement of current databases, systems, processes, and training and certification programs. Muskie CFL will improve and maintain the training and certification system of selected behavioral health workforce disciplines including the MHRT-I, MHSS, MHRT/C, MHRT/CSP, CIPSS, CIPSS/CSP and Recovery Coaches.

Although the Department is aware of the current ongoing Learning Management System (LMS) contract, separate from this Contract, implementation of the State LMS will take time and currently the vendor is focused on implementation for SOM staff, first, and processes and costs are still in development. The timeline for external utilization of the LMS, cost and processes are undetermined at this point. This Contract is funded by ARPA FMAP time-limited funding and the State's behavioral health workforce will be supported by this work.

PART III: SUPPLEMENTAL INFORMATION

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.

The Center for Learning (CFL) at the Muskie School of Public Service collaborates with the Maine Department of Health and Human Services' Office of Behavioral Health (DHHS-OBH) to promote excellence in the mental health workforce. CFL supports best practice and informs policy in the area of workforce development through administering competency-based certification programs for staff working in the mental health field, on behalf of DHHS-OBH. CFL assists to develop knowledge competencies, design and implement quality assurance processes, and assesses workers' qualifications. CFL also collaborates with academic institutions and other agencies in Maine that provide education and training to ensure that mental health courses, programs, and trainers meet standards outlined in the MHRT/C Procedural Guidelines and Trainer and Curriculum Standards. USM Muskie School of Public service has been the subcontractor of the Provider of Workforce Development Services for a number of years. Currently, the State has a contract with AdCare resulting from the previous RFP, RFP# 201301460; and Muskie CFL is a resulting subcontractor for service provision. Prior to that RFP, a Cooperative Agreement was in place with Muskie CFL for these services which have been ongoing for more than 25 years. Muskie CFL provides administration of the training and Certification programs for the MHRT/-I, MHSS, MHRT/C, MHRT/CSP and CIPSS. As part of this, they review applications for certifications through various pathways, provider train-the trainer sessions as needed, update curriculum, conducting research on changes in the field and best practice. Muskie CFL also works with academic institutions to be able to prepare college and university students for certification. They have in place established relationships with multiple academic programs which is necessary for the continuity of this work. Muskie receives information for upload into a database on the following behavioral health workforce disciplines- MHRT I, MHRT/CSP, MHRT/C, and CIPSS. As a result of this Contract, Muskie CFL will also collect CIPSS/CSP and Recovery Coach data. The database contains historical information including firewalls to ensure only appropriate individuals/agencies have access to specific relevant data sets. Information collected includes participant name, location, level of education, employment status, application status, active Certifications, renewal status and contact information.

This Contract provides the opportunity to contribute lasting improvements to behavioral health policy, training, and practice, bringing expertise to a state agency to improve the overall health and welfare of the most vulnerable citizens in Maine. It enhances the opportunity for the University to meet their service mission and engaging students in graduate assistantships supports the University's teaching mission.

Working closely with OBH will enrich USM staff knowledge that will contribute to the development of other quality-related state and national endeavors. The outcomes produced through this Contract could inform wider audiences, including other states, and enhance USM's visibility and reputation. This visibility will create opportunities for additional external funding and create more meaningful USM student internships in writing, evaluation, workforce development, and capacity building. Additionally, the research required to develop a hybrid training model will engage faculty and staff from other University of Maine System (UMS) campuses, enhancing the goal to work across disciplines building integrated strategies around behavioral health.

PART III: SUPPLEMENTAL INFORMATION

A Contract with Muskie CFL for provision of these services will provide a public service that leads to the dissemination of higher education institution's expertise to various constituencies in the Department and that addresses critical Department and State needs. The project will utilize Muskie CFL's higher education institution's centers of excellence to train Department resources on essential skills, enhance needed behavioral health training services to the State, and also enhance the higher education institution's abilities to enhance the goal to work across disciplines building integrated strategies around behavioral health, for the State. This Contract would also expand education opportunities by improving access to certification and training programs to both matriculated and non-matriculated students. Collaboration with Muskie would also assist with enforcing and increasing program sustainability, and assist with ensuring an even stronger focus on meaningful outcomes. Muskie CFL will also be utilizing graduate students for this project via a graduate assistantship program. This will enhance the training experience of USM graduate student(s) who may be candidates for employment to meet the needs of public and private sectors in Maine; allow potential USM graduate student(s) to perform work in the field, in the public sector, and/or in the student's field of study; and this would bring students on as part of the graduate assistantship program to support a State agency.

Project responsibilities will be shared by both OBH and Muskie CFL; with project leads from both OBH and Muskie CFL involved, such that both entities share responsibility in the design and planning, and its execution and documentation.

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

Project costs have been determined to be fair and reasonable in negotiations between the State and the University. Project costs include the following: salaries; wages; employee benefits; supplies and materials; travel; equipment; services; and indirect costs, which are partially covered by the vendor, as part of the Contract. Salaries and wages are at the current State and University standard rates for State and University employees. Charges for supplies and materials; travel; equipment; and other miscellaneous services have been reviewed and approved as necessary and reasonable by the State.

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

This contract is funded by one-time ARP-Section 9817 FMAP funding; should more funds be available in the future, the Department may look to continue systems enhancement work and would not plan to RFP for these services.

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

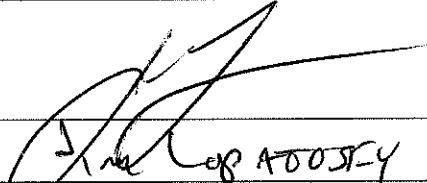
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

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):			
Typed Name:	John R. DOOLEY	Date:	12-11-25

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 designee specifically authorized to approve emergency procurement requests.

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

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Kathy Paquette	Date:	11/20/2025