

**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 Riverview Psychiatric Center – Jennifer Gagnon		
Department Contract Administrator or Grant Coordinator:		Lora Blackwell Shawn Belanger		
(If applicable) Department Reference #:		RPC-22-011A		
Amount: (Contract/Amendment/Grant)		Original = \$158,200.00 Amend A = \$340,200.00 Total = \$ 498,400.00	Advantage CT / RQS #:	CT 10A 20210504*3022
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	07/01/2021	Effective Date:	01/01/2022
	Previous End Date:	12/31/2021	New End Date:	06/30/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Medical Staffing and Services of Maine Brunswick, ME		
Brief Description of Goods/Services/Grant:		Staff Augmentation		

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 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. 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 Department's Riverview Psychiatric Center (RPC) continues to have a critical need to contract for psychiatric practitioners which must be provided by licensed and credentialed medical professionals. This contract provides for one staff psychiatrist to provide services at RPC. This service is needed to provide psychiatric and medical treatment to persons with serious and persistent mental illness as mandated by the AMHI Consent Decree.

The purpose of this amendment is to add funding and extend the end date for services.

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

This Provider, and the person we wish to acquire, has remained consistent through various challenges with RPC and has supported the Department with Consent Decree and CMS Certification requirements. Retaining the services of this provider will also ensure continuity of care as she is familiar with RPC patients.

While covering for a medical provider on maternity leave, another provider gave notice resulting in a staffing need. The RPC Clinical Director has requested the person we wish to acquire be onboarded to fill this short-term staffing need.

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

The cost of this contract is considered fair and reasonable for the services received. If we are unable to contract with this person, we will be required to fill this critical position using a locum tenens provider. The prevailing hourly rate for an equivalent locum tenens provider is approximately \$100.00 more per hour.

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

The Department has recently undertaken a Request for Proposals (RFP) process for contracted medical providers. This RFP was developed to formulate a comprehensive Dorothea Dix and Riverview Psychiatric Center medical services recruitment process that is inclusive of this service and other contracted medical services. All new resources will be obtained from the vendors receiving awards from the Departments master agreement for Recruitment and Payroll Services. However, all existing resources, such as the person we wish to acquire, are being allowed to remain on their existing agreements.

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):			
Typed Name:	Jon Logothetis	Date:	8-Dec-21
Signature of DAFS Procurement Official:			
Typed Name:	Sue H. Garcia	Date:	12/21/2021