



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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 (Form's page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OADS/DS Services		
Department Contract Administrator or Grant Coordinator:		Althea Harris / Melinda Farrell		
(If applicable) Department Reference #:		ADS-23-9890		
Amount: (Contract/Amendment/Grant)	\$10,000,000.00	Advantage CT / RQS #:	CT 10A 20221025000000001209	
CONTRACT	Proposed Start Date:	12/1/2022	Proposed End Date:	11/30/2024
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:		National Disability Institute (NDI) Washington, DC		
Brief Description of Goods/Services/Grant:		Administration of the 201.2 Innovation Grant (ARPA) funds to create innovative pilot projects in alignment with Home and Community Based Services (HCBS) goals including Technical Assistance to awardees and Project Evaluation.		

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 Department intends on providing one-time grant funding to approved Applicants for the implementation of projects which are currently outside the scope of MaineCare services, that upon successful completion, must comply with the HCBS rule Waiver Section 21 ([MaineCare Manual 21.05-1](#)), Section 29 ([29.05-01](#)), Section 19 ([19.04-1 to 3](#)), as well as Section 18 ([18.05-1](#)) and Section 20 ([20.05-1](#)), including related Office of MaineCare Services (OMS) and Centers for Medicare and Medicaid Services (CMS) rules and regulations.

Projects may expand an existing service with new features or services to address a specific problem. Applicants to the grants will need a fiscal agent to support funding the projects. In addition, the fiscal agent will provide technical assistance to grantees to support successful outcomes and ensure that the funded projects result in innovative services which could be offered under a waiver program to be determined.

Finally, the applicants are required to perform program evaluations of their projects and may need assistance designing and conducting a strong evaluation. The vendor will also evaluate the outcomes of all the funded projects.

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

Overview:

OADS' program staff are unaware of another nonprofit organization other than National Disability Institute that has all the capabilities and past experience required to fully the entire Scope of Work being requested. Many other disability agencies have expertise and experience in some of these areas, but it is critical that our contractor have experience in disability broadly and the infrastructure to start immediately after the award is granted and successfully provide the fiscal management, program evaluation and technical assistance this project requires, without needing months to staff up.

NDI's staff of subject matter experts (SMEs) is comprised of former local level practitioners, state level policy leaders, and policy development and systems implementers at the local, state, and federal level. NDI's SMEs have a working knowledge and mastery level of expertise in disability specific systems (mental health, vocational rehabilitation, Medicaid/HCBS, developmental disabilities, blind services), public benefits, public workforce system, federal programs and policies, cross-system collaboration, financial literacy education, inclusive career pathways, integrated resource teams, community academies, universal design and programmatic access, leadership development, customized employment, ticket to work, benefits planning and support, and resource coordination. NDI has broad expertise in program evaluation and research, and in providing tailored technical assistance and support. Their work has led to the adoption of innovative approaches and strategies that have been integrated into public policy and practices at both the state and federal level; established working groups in communities that focus on cross-system support of people with disabilities; created trainings and other content that enhances the capacity of disability organizations, financial partners, and workforce partners to better meet the need of people with disabilities; and provided multiple forms of technical assistance to increase the confidence of case managers, other management staff, and other frontline workers.

NDI has been both the designer and implementer of innovative strategies at a community, state and federal level and has subject matter experts who have provided sustained and effective customized technical assistance to community partners to move innovative approaches from design to delivery to documented impact. NDI currently holds contractual agreements with a state or city entity in twenty (20) states (AL, AR, CT, DC, FL, GA, HI, IA, ID, IL, KY, MA, MD, MN, MO, ND, TX, VA, WA, and WI). NDI has been the contractor of choice for Councils on Developmental Disabilities in six states (DC, FL, HI, IL, MO, and NC). A sampling of past performance, upon request, includes the following efforts that required 1) disbursement and oversight of funds, contracting and administrative responsibilities; 2) customized training and technical assistance; and/or 3) evaluation and reporting on interim and final outputs and outcomes.

NDI and Evaluation:

Annually, NDI secures more than thirty (30) projects, the majority of which have a formal or semi-formal evaluation component. Led by NDI's Director of Research, qualitative and quantitative evaluations are performed to assess the output of materials, trainings, and communications; the impact of technical assistance; change in confidence among service providers; change in targeted outcomes among individuals with disabilities served; and adoption of policies and practices at the organizational, state, and federal level.

PART III: SUPPLEMENTAL INFORMATION**Conclusion:**

Ultimately, the Department reached out to NDI given their expertise in a broad range of person-centered services that align with the goals of the innovation grants as well as their experience providing administrative oversight, technical assistance, and evaluative services. The Department has witnessed the delivery and effectiveness of several of their lines of work and found their products to be exemplary. Past engagement with the team exposed us to their approach to working with the field, which we believe will align with the needs of grantees. In discussions with the NDI team, they demonstrated an enthusiasm to support OADS in meeting our objectives through a balanced approach of collaboration with OADS, support to the field, and fiscal oversight that evoked confidence in their ability to meet our three-pronged needs of administrative oversight, technical assistance, and evaluation.

There is no other provider that could acquire required expertise and develop the support infrastructure within the needed timeframe.

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

The total amount in this contract is \$10,000,000, which equals the budgeted amount that was approved for this purpose by the Centers for Medicare and Medicaid Services (CMS) as part of the Department's plan under the American Rescue Plan Act (ARPA) Section 9817. The Vendor will receive \$2,010,496 to administer the grant award process, distribute grants, and provide technical assistance and evaluation services.

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

This is one-time funding for this singularly focused ARPA Section 9817 program. The Department does not intend to competitively procure these services.

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

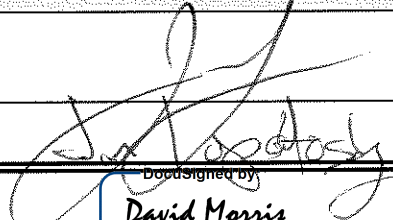
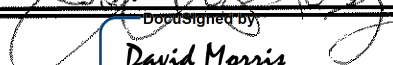
Does this request utilize ARPA/MJRP funds?

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):		
Typed Name:	David Morris	Date: 15-Nov-22
Signature of DAFS Procurement Official:		
Typed Name:	David Morris	Date: 12/20/2022