



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 such as Department Office/Division/Program, Amount, Dates, and Vendor information.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L.

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>Pursuant to 24-A M.R.S.A., the Maine Bureau of Insurance (“MBOI”) is charged with the financial oversight of domestic insurance companies. Due to the complexity of a certain Maine domiciled insurance companies, the MBOI has an immediate need to secure financial analysis support. The MBOI needs to procure financial analysis services in order to meet regulatory requirements set forth by the National Association of Insurance Commissioners (“NAIC”). Specifically, the MBOI needs to engage a highly specialized financial analysis firm with specific skills related to insurance holding company oversight, and the NAIC’s Own Risk Solvency Assessment (“ORSA”) initiative.</p>																					
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.																					
<p>a. Sufficient staffing and expertise is slowly becoming available within the Department. MBOI staff continues to develop the skills necessary to analyze and regulate complex insurance companies pursuant to NAIC prescribed holding company guidelines.</p> <p>b. Other governmental resources (local, state, or federal agencies) external to the department are not available to perform the service more efficiently or more cost effectively than the requested sole source. There are no other known insurance holding company/ORSA analysts within state government or any known federal government resources that are available to the MBOI.</p>																					
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.																					
<p>NCS hourly rates presented, below, are competitive. Additionally, NCS examination efficiencies result in less expensive examination costs borne by examined Maine insurance companies.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Staff Level</th> <th style="text-align: left; padding: 5px;">Hourly Rates</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Executive</td> <td style="padding: 5px;">\$190.00</td> </tr> <tr> <td style="padding: 5px;">Director</td> <td style="padding: 5px;">\$170.00</td> </tr> <tr> <td style="padding: 5px;">Manager</td> <td style="padding: 5px;">\$160.00</td> </tr> <tr> <td style="padding: 5px;">Senior Analyst/Examiner (CFE)</td> <td style="padding: 5px;">\$145.00</td> </tr> <tr> <td style="padding: 5px;">Analyst/Examiner</td> <td style="padding: 5px;">\$125.00</td> </tr> <tr> <td style="padding: 5px;">Reinsurance Specialist</td> <td style="padding: 5px;">\$225.00</td> </tr> <tr> <td style="padding: 5px;">Actuarial (non-credentialed)</td> <td style="padding: 5px;">\$225.00</td> </tr> <tr> <td style="padding: 5px;">Actuarial (credentialed)</td> <td style="padding: 5px;">\$300.00</td> </tr> <tr> <td style="padding: 5px;">Investment Specialist</td> <td style="padding: 5px;">\$300.00</td> </tr> </tbody> </table>		Staff Level	Hourly Rates	Executive	\$190.00	Director	\$170.00	Manager	\$160.00	Senior Analyst/Examiner (CFE)	\$145.00	Analyst/Examiner	\$125.00	Reinsurance Specialist	\$225.00	Actuarial (non-credentialed)	\$225.00	Actuarial (credentialed)	\$300.00	Investment Specialist	\$300.00
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4. Describe the plan for future competition for the goods or services.																					
None contemplated.																					

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):	<i>Anne L. Head</i>		
Typed Name:	Anne L. Head	Date:	11/27/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Thomas Paquette</i>		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	12/1/2023