



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/OADS/Vaccine Outreach		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque/Melanie Boucher		
(If applicable) Department Reference #:		ADS-22-9306B		
Amount: (Contract/Amendment/Grant)	Original:	\$509,400.00	Advantage CT / RQS #:	CT 10A 20211203*1366
	Amendment	\$119,094.00		
	Revised:	\$628,494.00		
CONTRACT	Proposed Start Date:		Proposed End Date:	
	Original Start Date:	10/1/21	Effective Date:	5/8/2023
AMENDMENT	Previous End Date:	7/31/23	New End Date:	12/31/2023
	Project Start Date:		Grant Start Date:	
GRANT	Project End Date:		Grant End Date:	
	Vendor/Provider/Grantee Name, City, State:	Maine Long Term Care Ombudsman (LTCOP) Augusta, ME		
Brief Description of Goods/Services/Grant:		Vaccine Outreach		

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 checked="" type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 checked="" type="checkbox"/>	L. Other Authorization – COVID-19

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 Agreement is to provide outreach and education to staff of Long-Term Care Facilities about the benefits of vaccination against communicable diseases, including influenza and COVID-19.

The Provider shall coordinate and oversee the development of outreach campaigns and materials aimed at increasing vaccination rates among direct care staff of Long-Term Care Facilities.

The purpose of the amendment is to extend the end date and add funds to allow the provider to complete additional deliverables.

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

The Provider has been identified by the Department's Commissioner's Office in the Supplement 4, Vaccine Outreach Grant as a provider for these services on an emergency basis.

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

The cost is considered fair and reasonable, based on analysis of the scope of work that needs to be accomplished and the concern for completing the work as expeditiously as possible.

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

The Department does not intend to competitively bid these services at this time.

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

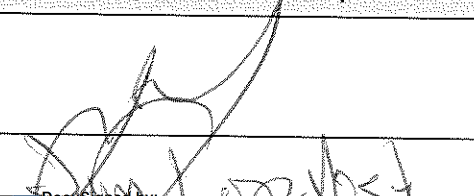

Does this request utilize ARPA/MJRP funds?

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:		Date:	21-Nov-23
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	12/1/2023