



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 (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OADS/DS		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell		
(If applicable) Department Reference #:		ADS-24-9712		
Amount: (Contract/Amendment/Grant)	\$845,303.00	Advantage CT / RQS #:	CT 10A 20231002000000000958	
CONTRACT	Proposed Start Date:	10/01/2023	Proposed End Date:	09/30/2025
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:		Economic Systems, Inc. Falls Church, Virginia		
Brief Description of Goods/Services/Grant:		Continued HCBS compliance services		

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 purpose of this Contract is to provide continued compliance services, as performed by EconSys under agreement ADS-19-9712. This new Contract will allow the Provider to process backlogged and new settings through their online portal. The previous contract, ADS-19-9712, was a multi-year partnership where EconSys and its team of subject matter experts help the Department successfully navigate the federal Home and Community Based Services (HCBS) Settings Final Rule. This involved significant program and policy changes for providers across Maine who serve adults with disabilities.

The Provider will process and monitor new settings and establish new reporting criteria. The Provider will also maintain the current (legacy) portal to provide access to download the raw data and previously uploaded documents, although users will not be able to make any changes to the legacy portal's records. The continuation of EconSys' compliance support will create consistency and familiarity for OADS providers who have undergone many changes in recent years, as all entities (internal and external) have navigated these significant federal rule changes.

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

Provider performed under ADS-19-9712, and this new contract is for a continuation of services. As noted above, the continued use of EconSys and their portal will create consistency and familiarity for OADS providers who have undergone many changes in recent years, as all entities (internal and external) have navigated these significant federal rule changes for the HCBS Settings Final Rule.

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

The proposed costs are in alignment with the previous contract with EconSys, ADS-19-9712.

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

Once the services have been reinstated through this new contract, OADS will consider its options for issuing a competitive bid in the future, including the possible implementation of a new portal for ongoing use.

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

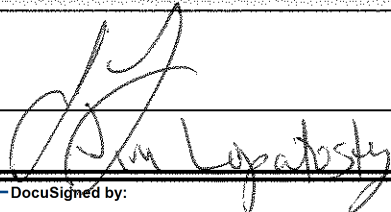
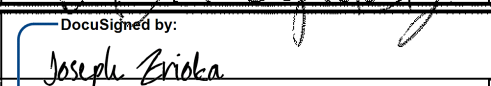
Does this request utilize ARPA/MJRP funds?

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:	10-06-23
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	EA813178102243C... Joseph Zrioka Director of IT Procurement	Date:	12/6/2023