



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:	Dept. of Public Safety/ Bureau of Emergency Medical Services			
Department Contract Administrator or Grant Coordinator:	J. Sam Hurley			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 280,000.00	Advantage CT / RQS #:	20190610*3791	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2019	Effective Date:	7/1/2023
	Previous End Date:	6/30/2023	New End Date:	6/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	MaineHealth Portland, ME			
Brief Description of Goods/Services/Grant:	Provides a 'buy-down" of time for the Maine State EMS Medical Director, Associate Medical Director, and EMS for Children Medical Director.			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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 checked="" 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.

This contract is to provide services as the State EMS Medical Director, State EMS Associate Medical Director, and the EMS for Children Medical Director. The physicians selected will provide medical input and support the Maine EMS for purposes of evaluating appropriate treatment protocols, quality assurance reviews and other matters requiring the expertise of emergency medical physicians. The physicians are selected based on statutory authority given to the Maine EMS Board to identify a State EMS Medical Director.

The responsibilities of the State EMS Medical Director, Associate Medical Director, and EMS for Children Medical Director continue to expand to topics such as emerging infectious disease response planning and law enforcement /tactical practices. In addition, as Maine's population ages and hospitals become more specialized, the demand for inter-facility transfers of patients with complex medical issues continues to grow.

The additional funding associated with this amendment is a result of grant-related work regarding substance use disorder (SUD) education, training, and guidance. Maine is currently experiencing an opioid crisis that requires a robust and comprehensive response from our emergency medical services professionals. The additional funding added to this amendment will support the grant-related work involving education for EMS clinicians surrounding the management of patients experiencing a SUD crisis or an overdose and the expansion of our state's efforts related to EMS response to SUD.

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

The roles of the State EMS Medical Director, Associate Medical Director, EMS for Children Medical Director require physicians who are both trained and experienced in emergency medicine. Candidates for these roles are interviewed by the Board of EMS and selected based on their qualifications which precludes an RFP process.

Maine Medical Center is unique to providing these Services as they are the hiring agency of Drs. Sholl, Williams, and Zimmerman. As such, Maine Medical Center is the "contractor" Maine EMS "buys-down" shifts for each doctor to ensure that they have adequate time to fill the roles under this agreement.

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

The rates assigned by Maine Medical Center for the State EMS Medical Director, Associate State EMS Medical Director, and EMS for Children Medical Director are based on purchasing a portion of their time from their primary roles as emergency department physicians/associate professors of medicine at Maine Medical Center's Portland, Maine campus at the average billable rate. Based on an average annual salary of \$250,000, the hourly rate is approximately \$120 per hour. This agreement is broken into two components:

State EMS Medical Director for \$50,000 which translates to approximately 8 hours per week of staff time or one shift per week dedicated to Maine EMS.

Associate State EMS Medical Director and EMS for Children Medical Director are compensated with \$15,000 which translates to approximately 2.5 hours per week dedicated to Maine EMS. The Associate State EMS Medical Director is responsible for managing the Trauma Program and so the position is entirely

PART III: SUPPLEMENTAL INFORMATION

funded through the Rural Health grant that is administered by the Department of Health and Human Services. The EMS for Children Medical Director works closely with the EMS for Children Program Manager to complete the deliverables required under the federally funded EMS for Children Program.

The additional \$200,000 buys down additional time at the same rate for the State EMS Medical Director and the Associate State EMS Medical Director for services related to responsibilities defined the FR-CARA grant application. This includes, but is not limited to, development of EMS educational materials related to management of patients experiencing SUD, supporting efforts to minimize stigma among EMS clinicians regarding the management of persons experiencing SUD and/or an overdose, and supporting programmatic components within the office with technical medical expertise.

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

The roles filled under this contract require specialized education and training. The three physicians selected, Matthew Sholl, MD, Dr. Rachel Williams, MD, Kate Zimmerman, DO, were chosen after an extensive interviewing process. As long as these individuals are willing to serve and are not removed by cause, the Board will continue to accept their services. In the event that either physician opts to discontinue service, then competition will be fostered through the application and interviewing process.

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):	 Michael Sauschuck (Nov 8, 2023 13:49 EST)		
Typed Name:	Michael Sauschuck	Date:	Nov 8, 2023
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	12/22/2023






2023-11-08 MaineHealth PJF

Final Audit Report

2023-11-08

Created:	2023-11-08
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