



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 Office of State 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 Services/Craig Donnan/Christie Goodman	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		ADS-23-9890A	
Amount: (Contract/Amendment/Grant)	Amend A \$6,132,668.91 Revised \$16,132,668.91	Advantage CT / RQS #:	CT 10A 20221025*1209
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	1/1/2024
	Previous End Date:	New End Date:	3/31/2025
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			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" 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 amendment is to add FMAP 201.13 Readiness Funds to support the distribution of Provider Readiness Grants, as well as to contract with the National Disability Institute to manage the distribution as well as technical assistance for the provider network.

Also, this agreement will add consulting services for the “Accessible Home Attachments for Independence” project. Consulting will consist of providing the Department with best practices in the deployment of accessible housing, policy guidance on the administration of the program, and guidance for families regarding finances in relation to acquiring a pilot home attachment.

The “Provider Readiness Grants” will support the Lifespan waiver program, currently under development. The waiver will include several innovations, including new services not currently delivered, and will involve changes to how current services are delivered. In recent comments from stakeholders (on a Lifespan concept paper), the availability of providers to deliver these innovations was a major concern. Stakeholders want to maintain the current “any willing and qualified provider” approach but are concerned that enough providers may not be willing and/or qualified to provide the new services. This project would offer one-time awards in 2024 to ensure readiness by 2025 of a sufficient number of providers to launch the new Lifespan waiver program. The Department will prepare an application process for these awards, which will be administered by the National Disability Institute (NDI). NDI will work with OADs to further develop the application and approval process, develop individual agreements with each provider, distribute awarded funds, and provide subject matter expert support and an evaluation requirement to ensure the agency meets the qualifications to provide the new services once Lifespan opens.

The “Accessible Home Attachments for Independence” project is a capital investment project to further the availability of non-disability specific settings and provides a ready-made accessible housing attachments to support Maine’s HCBS regulation compliance. This project will fund accessible home attachments that provide a fully accessible bedroom and bathroom suite as an attachment to existing homes that are either non-disability specific or provider owned. These accessible home attachments will provide increased options for members to remain in their community or return to their community who were unable to find accessible housing. Individuals with Developmental Disabilities and Brain Injury awaiting an opening for or receiving Home and Community Based Services live in different types of housing such as in their own home, shared living, staffed living, group living or institutional settings. Stakeholders and affected members have identified a need for additional housing options which meet or exceed minimum accessibility requirements such as barrier free living to further the availability of accessible housing within their community.

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

PART III: SUPPLEMENTAL INFORMATION

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 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 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 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.

Conclusion:

Ultimately, we 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. We have 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

PART III: SUPPLEMENTAL INFORMATION

believe will align with the needs of grantees. In talking 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 grant funds in this contract are \$16,132,668.91 which 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 \$2,993,165.37 to administer the grant award process, distribute grants, and provide technical assistance and evaluation services. It was based on an estimate of the number of providers who might apply and the reasonable total request per applicant. These dollars include the amended and decreased cost for administering the Innovation grants \$1.9M from the original \$2.0M, and then add an additional \$.9M for administering as many as 60 stipends, as well as providing technical assistance to OADS and the Readiness participants, and overall evaluation of the project. It will also include technical assistance to the Innovation Summit, a conference scheduled for 2025, and another project named ‘Wheelpad’ involving the expertise of NDI in supporting financial planning with IDD waiver participants and families.

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, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

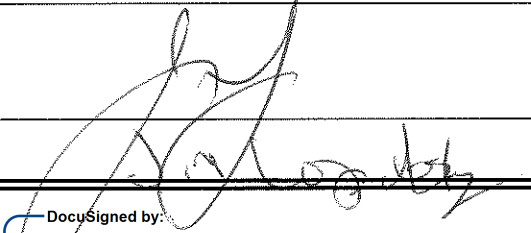
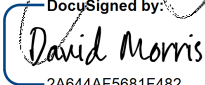
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	23-Sep-24
Signature of DAFS Procurement Official:	DocuSigned by:  2A644AF5681F482...		
Typed Name:	David Morris	Date:	12/6/2024

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