



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:	Maine CDC/ Division of Disease Prevention		
Department Contract Administrator or Grant Coordinator:	Brienne Carrero / Lyndsay Frank		
(If applicable) Department Reference #:	CD0-25-4548		
Amount: (Contract/Amendment/Grant)	\$ 50,000.00	Advantage CT / RQS #:	CT-10A-20241009000CD0254547
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date: 6/29/2026
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:	United Way Inc DBA United Way of Southern Maine, Portland, ME		
Brief Description of Goods/Services/Grant:	Administrative Support for Maine Community Information Exchange		

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 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.

Maine currently has many electronic referral platforms used by state, healthcare, and community-based organizations that are unable to exchange information with one another. The Maine Community Information Exchange (Maine CIE) seeks to connect these fragmented systems, by establishing a network of partners that use a shared language, resource database, and integrated technology to facilitate closed loop referrals and integrate data from multiple sources. The Maine CIE is the only initiative of its kind that looks to build a statewide information and services ecosystem that responds to the health and social needs of individuals and communities. In the long-term, the Maine CIE would increase the number of patients from priority populations (individuals over the age 65, low income, Black African American, American Indian Alaskan Native, living in rural areas, and immigrants, refugees, or asylum seekers) referred to diabetes prevention and self-management programs in Maine, a key performance measure established by US CDC as part of a cooperative funding agreement with Maine CDC's Diabetes Prevention & Control Program.

The infrastructure needed for Maine CIE implementation and operations does not yet exist. A wide range of partners have participated in two phases of planning since 2020, including Maine 211, Health Info Net, Northern Light, MaineHealth, Maine Council on Aging, Maine DHHS, York County Community Action Corporation, Maine Health Access Foundation, Seniors Plus, Eastern Area Agency on Aging, Spectrum Generation, Disability Rights Maine, Penobscot Community Health Center, Community Caring Collaborative, and Good Shepherd Food Bank. This group of multi-sector partners have been involved in planning efforts and have established a board of directors to oversee development of the Maine CIE.

Through this contract, Maine CDC seeks to support the next stage of planning, by providing one-time funding to the United Way of Southern Maine to deliver administrative support to the Maine CIE board, with a focus on establishing a governance structure, guiding principles, core partners, and financial plan for a future Maine CIE. This stop-gap funding will assist with the next stage of Maine CIE development. The Department does not intend to fund future operations or infrastructure of the Maine CIE. As part of the contract, the United Way of Southern Maine will create a financial plan to support Maine CIE operations, which entails identifying other funding sources.

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

The Board of Directors for the Maine CIE have identified United Way as the most appropriate entity to host its next stage of planning after engaging the group of partners listed above. United Way of Southern Maine manages Maine's 211 resource directory, making them an ideal back bone organization for coordinating the continued development of the CIE model.

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

Costs associated with this agreement align with current market values and are similar to other vendors who provide planning and administrative support services.

PART III: SUPPLEMENTAL INFORMATION

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

As this is a one-time funding opportunity, the Department does not intend to RFP 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.

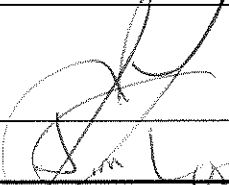
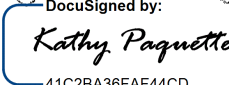
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Sam Lipovsky	Date:	12-Nov-24
Signature of DAFS Procurement Official:	DocuSigned by:  Kathy Paquette 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	12/13/2024