



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/Adult Day	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Brianne Carrero	
(If applicable) Department Reference #:		See Attached List	
Amount: (Contract/Amendment/Grant)	Amend: \$85,000.00 Revised: \$495,447.76	Advantage CT / RQS #:	CTMV 10A 2023041800000000021
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2023 2/1/2024
	Previous End Date:	New End Date:	6/30/2024 n/a
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		See Attached List	
Brief Description of Goods/Services/Grant:		Adult Day Services SFY24	

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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 2 is to add funding for SFY24 due to increased spend. Spending has increased in this program because Providers have been successful increasing individual utilization of services, workforce shortages in home care are prompting families to seek alternative service routes like adult day services, and there were two separate rate increases for this service during SFY2023 resulting in additional funding needs for SFY2024 at the highest rate for the full SFY.

- a. The Section 61 (OADS policy CMR 10-149) Program provides adult day services for older adults and adults with disabilities. Because supervision is not a covered service for many of the home and community-based services, adult day is a necessary service to allow individuals who need care in a supervised setting to remain in the community.
- b. These services are a core function of the long-term care (LTC) delivery system. These services assist eligible individuals to remain as independent as possible in their homes and communities, delaying or preventing more expensive institutional care by increasing the availability of long-term services and supports in the community, and serving individuals who are at greatest risk of institutionalization.

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

Section 61 Program is a state funded program administered through the DHHS Office of Aging and Disability Services. The DHHS Office of Aging and Disability Services has determined that these providers have the requisite training and licensure to deliver these services.

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

The Section 61 Adult Day Services reimbursement rate is established by the Mainecare Benefits Manual Section 26, Day Health Services. Section 26 sets the rate for Day Care Services per quarter service hour (10-144 Ch. 101, Ch. III. Allowances for Services – Section 26).

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

The Department does not intend to RFP these willing and qualified 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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	<i>[Handwritten Name]</i>	Date:	<i>12-Nov-24</i>
Signature of DAFS Procurement Official:	<p>DocuSigned by:  <small>41C2BA36EAE44CD</small></p>		
Typed Name:	Kathy Paquette	Date:	5/1/2024

DHHS Office: OADS
 Service: Adult Day Services-SFY24

Vendor Name	Agreement Number	Amendment	Start Date	End Date
DOWNEAST COMMUNITY PARTNERS	ADS-24-7908	B	7/1/2023	6/30/2024
MAINEGENERAL REHAB & LONG TERM CARE	ADS-24-5907	B	7/1/2023	6/30/2024
AROOSTOOK AGENCY ON AGING	ADS-24-8912	B	7/1/2023	6/30/2024
BRUNSWICK AREA RESPITE CARE PROGRAM	ADS-24-2902	B	7/1/2023	6/30/2024
PORTLAND CITY OF	ADS-24-2905	B	7/1/2023	6/30/2024
SOUTHERN ME AGENCY ON AGING	ADS-24-2913	B	7/1/2023	6/30/2024
SERVANTS OF THE CROSS	ADS-24-4904	B	7/1/2023	6/30/2024
CENTRAL MAINE AREA AGENCY ON AGING	ADS-24-5910	B	7/1/2023	6/30/2024
Total Items	8			