

# State of Maine Procurement Justification Form

## PART I: OVERVIEW

Department Office/Division/Program:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Mary Alderman		
(If applicable) Department Reference #:		CFS-20-7111		
Amount: (Contract/Amendment/Grant)	\$ 262,152.25	Advantage CT / RQS #:	10A 20200617000000003955	
CONTRACT	Proposed Start Date:	<b>1/20/2020</b>	Proposed End Date:	9/30/2022
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:		Maine Community Action Association (MCAA) East Wilton Me. 04234		
Brief Description of Goods/Services/Grant:		Community Action Agency Training and Technical Assistance		

## PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	E. Emergency		K. Client Choice
	F. University Cooperative Project	<b>X</b>	L. Other Authorization – COVID 19

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

In accordance with the Maine Nonprofit Corporation Act (Title 13-B of the Maine Revised Statutes), the Department (as the CSBG State Office) is authorized to accept funding under the federal Community Services Block Grant (CSBG), including but not limited to the disbursement of those funds to eligible Community Action Agencies (CAAs) for the purpose of ameliorating the causes of poverty in Maine.

In FY2017, the federal Office of Community Services (OCS) issued new requirements for Training and Technical Assistance (T/TA) for CAAs, in addition to shifting the performance framework from Results Oriented Management and Accountability (ROMA) to ROMA Next Generation (NG) and recalibrating the National Performance Indicators (NPI) through the OMB clearance process. There are existing technical requirements in place that the State must meet, in order to remain in compliance and preserve the CAAs'

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**PART III: SUPPLEMENTAL INFORMATION**

designation and ensure continuity of CSBG-funded services in Maine.

In FY2020, Coronavirus hit the United States that resulted in a pandemic crisis nationally and in Maine. The Community Services Block Grant was awarded a supplemental grant as part of the CARES Act to ameliorate the causes of poverty specifically Coronavirus aid, prevention, preparedness, and response in the State.

The purpose of this Agreement is to set the parameters for disbursed CSBG Supplemental Funds, including the focus areas, reporting requirements, and allowable expenditures in relation to Coronavirus aid, prevention, preparedness, and response in the State. The Notice of Award (NOA) from the federal DHHS/ACF, for CSBG Supplemental Funds through the CARES Act "Federal Award Date: May 8, 2020," was received May 14, 2020; it allows that "Pre-award costs that were incurred from 1/20/2020, through the Public Health Emergency Period and prior to the effective date of this award may be paid with this award." The 1/20/2020 start date aligns with the NOA and other CSBG Supplemental contracts to mitigate any future federal audit findings.

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

Maine Community Action Association (MCAA) is recognized as the only entity of its kind and is the only identified Maine Association responsible for participating in ACF's Training and Technical Assistance (T/TA) Program: Regional Performance and Innovation Consortium (RPIC). This agreement supports an ongoing state and regional strategy for collaboration, capacity-building, and exemplary practice in the Community Services Block Grant (CSBG) program and among State Community Action Agency (CAA) Associations, which include MCAA. OCS funds eleven (11) Regional Performance and Innovation Consortia (RPICs) to serve as geographic focal points, lead in implementing organizational standards, and develop a comprehensive system of Training and Technical Assistance (T/TA) activities among State Associations, including MCAA. The central mission of the Regional Performance and Innovation Consortium (RPIC) strategy is ensuring that all Community Services Block Grant (CSBG)-eligible entities are able to meet organizational standards and performance management efforts and utilize evidence-informed approaches to address the identified needs of low-income people in communities.

As the only centralized organizational association for Maine's ten (10) Community Action Agencies (CAAs) and through its relationship and ongoing Training and Technical Assistance (T/TA) work with the Community Action Agencies (CAAs), MCAA is the only provider that has access to proprietary data from the agencies, allowing MCAA to provide specific Training and Technical Assistance (T/TA) as needed, as well as to provide the ongoing Training and Technical Assistance (T/TA)/Support as required by OCS. The ten (10) Community Action Agency (CAA) providers have been consulted about this and are in agreement.

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

The Office of Child and Family Services worked with the Maine Community Action Association, the Executive Leadership of the ten (10) Community Action Agencies (CAAs) and Department leadership in order to develop specific details of the service that would meet the federal requirements and from that work created a projected reasonable cost. Costs were compared to other agreements providing similar services for OCFS and deemed the projected costs for providing this service as fair and reasonable.

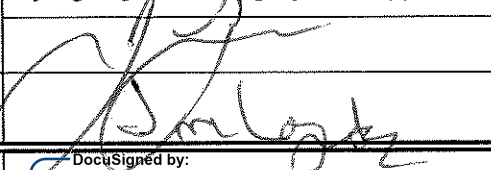
**4. Describe the plan for future competition for the goods or services.**

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### PART III: SUPPLEMENTAL INFORMATION

The Department does not intend to RFP this service.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>			<b>Printed Name:</b> 17-26-20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Printed Name:</b>	8/6/2020