

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Department of Corrections, Division of Juvenile Services		
Department Contract Administrator or Grant Coordinator:	Sonja Morse		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 75,000	Advantage CT / RQS #:	CT 03A 20200224000000002347
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	01/31/2021	Effective Date:
	Previous End Date:	06/31/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Tree Street Youth 144 Howe St. Lewiston, ME		
Brief Description of Goods/Services/Grant:	Evening Reporting Center		

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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The Maine department of Corrections (MDOC) is committed to improving race and equity disparity in the Lewiston/Auburn area. In order to improve the outcomes of youth of color and minority groups, the Department of Corrections is launching the Community Outreach Expansion Pilot Program. This program consists of three parts; a Community Diversion Team; a Youth and Family Engagement Specialist; and, Credible Messenger Programming. In order to fund this program, MDOC applied for \$50,000 through the John T. Gorman Foundation (JTG) and \$25,000 from the</p>

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PART III: SUPPLEMENTAL INFORMATION

Juvenile Justice Advisory Group (JJAG). The JTG funds cover the hiring a full-time employee who works with youth and families of color in the community. The JJAG will cover the remaining funds for the full-time employee, a youth accessible flex funds for services and needs, and access to Credible Messengers in the community.

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

Tree Street Youth Evening Reporting Center is located in Lewiston, Maine. Tree Street is in walking distance from Lewiston High/Middle school and neighborhood homes. The families that are served within this program are from immigrant or refugee population, indicating the need for a community-based program and culturally diverse and competent personnel to meet the unique needs of the youth and families. The program was established in 2011 and is successful in meeting the unique needs of the Lewiston, Maine diverse population, by providing educational, vocational, mentoring, and youth support to improve positive youth outcomes.

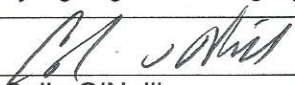

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The total estimate cost of the program is \$75,000. The department applied for \$50,000 of the funding need through the John T. Gorman Foundation, and applied for \$25,000 of the funding need from the Juvenile Justice Advisory Group (JJAG). John T. Gorman and the Juvenile Justice Advisory Group awarded the Department of Corrections the funding. The department estimated that the John T. Gorman award (\$50,000) cost was fair and reasonable due to historical salary and benefit estimates provided by Tree Street Youth. The department estimated that the JJAG (\$25,000) cost was fair and reasonable due to typical salary, benefit, flex fund account, and administrative overhead provided in current or past service contracts.

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

At this time, Tree Street Youth is the only provider awarded this funding, through a private grant. When/if other providers emerge, which are capable of providing this service, the Department will then seek competitive bids.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Colin O'Neill	Date:	1/6/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Printed Name:	William Allen	Date:	1/6/2021

NOI 0120210005 01/07/2021 - 01/13/2021