



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:		Department of Education / Office of School and Student Supports		
Department Contract Administrator or Grant Coordinator:		Amelia Lyons		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)	\$ 120,000	Advantage CT / RQS #:	20210903*0582	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	10/15/2021	Effective Date:	1/27/2022
	Previous End Date:	8/31/2024	New End Date:	8/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Shaw House, 136 Union St, Bangor, ME 04401		
Brief Description of Goods/Services/Grant:		McKinney-Vento Implementation through American Rescue Plan – Homeless Children and Youth, State Reservation		

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.

The services provided under this contract are to support the identification, outreach, and provision of services to children, youth, and families who qualify as McKinney-Vento. The provider offers wrap around services and referrals for the children and youth and connect them to their local McKinney-Vento liaison for additional support and assists the Maine Department of Education with a professional development project to Local Education Agencies throughout the state regarding their unique expertise in the field of serving people experiencing homelessness. The additional funding in the amendment will allow for greater outreach for these services provided under the contract.

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

Shaw House is uniquely qualified to provide these services in the central and northern regions of the state because they are already the recognized provider in this region. Shaw House provides to homeless youth a Shelter and Drop-in Day Program, Street Outreach Program, and Transitional Living Program.

Shelter & Drop-in Day Program for Homeless Youth - The Shelter (16 beds) and Drop-in Programs provides 24-hour, safe, temporary emergency shelter for homeless youth for up to 30 days, counselling services through MOU with service entity, including individual, family and group counselling, prevention services, case management services, case planning that fully involves parents and legal guardians towards reunification whenever appropriate, mediation services, aftercare services and supports, referrals and service linkage.

Street Outreach Program - Street Outreach Program connects with homeless and at-risk youth on the streets and supports them in accessing and maintaining appropriate emergency shelter, alternatives to the streets and essential services. These youth are often the most difficult to engage and at great risk of exploitation and victimization on the streets. Street Outreach workers provide snack bags, business cards with telephone numbers to contact the shelter, Youth Crisis Stabilization. This outreach has a key role in ensuring accessibility to services and a safer living situation.

Transitional Living Program – Non-clinical -Transitional Living Program opened in 2001 to respond to the needs of homeless youth who are without safe family or other natural supports and require a safe place to live during a time of transition to independent adulthood. The program is designed as a 'next step' for homeless and at-risk youth to move beyond the streets or emergency shelter and into a safe residential environment. One in which they will be able to set goals and develop the living and job skills needed to become independent, productive members of society.

This organization is uniquely positioned because they are already doing this work and have been for many years. This contract will be a natural extension of their work into the schools and use their unique voice and experience to provide valuable professional development to districts.

PART III: SUPPLEMENTAL INFORMATION

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

The Department is providing additional funding to a few groups to provide these services across the state. The funding is provided equally among these groups.” The funding provided covers the cost of an FTE. The Department determined it was a fair and reasonable amount based on current salaries the average wage for work performed for this position.

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

This funding is only available through 2024 and is a one-time payment of the American Rescue Plan. If additional funds are made available by the US Department of Education at a later date, then plans will be made on how to approach future competition for the services.

The additional funding in this amendment is from the ME DOE State Reservation fund, through the Office of Federal Relief Aid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


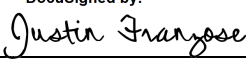
Does this request utilize ARPA/MJRP funds?

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

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:	Daniel A. Chuhta, Deputy Commissioner	Date:	1/19/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	1/28/2022