



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

**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:		Corrections, Juvenile Division	
Department Contract Administrator or Grant Coordinator:		Sonja Morse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 391,956.00	Advantage CT / RQS #:	202112200000001548
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	2/15/2023
	Previous End Date:	New End Date:	6/30/2023
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Day One, 525 Main Street, South Portland, ME, 04106	
Brief Description of Goods/Services/Grant:		Transitional Residential Program	

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

**PART III: SUPPLEMENTAL INFORMATION**

The department is in need of a provider to develop and operate a 6-bed residential transitional program for male youth located in Auburn, Maine. The department is in need of a low barrier, community-based service, and an alternative for diversion from youth placed in Long Creek Youth Development Center.

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

Day One has been operating since 1973 and has been successfully operating residential homes since 1974. Day one has the staffing capacity, expertise, resource, and knowledge to effectively operate and manage the 6-bed residential program. Day One has over 50 years' experience working with vulnerable youth and is currently the only provider in the state that operates residential substance use treatment for youth. Day One has been voted 7 times best places to work and in 2014 received the Co-Occurring Collaborative Serving Maine Award. Day One has the ability to operate and manage this residential program immediately due to existing policy and practice structure in place. To ensure that this provider can serve youth through the end of the fiscal year, the additional funds will be added.

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

The cost was negotiated and agreed upon. The department deems the rate fair and reasonable, consistent with other residential programs. \$155,000.00 of the amendment will come from state general fund and \$236, 956.00 are from Personnel savings were approved by the Governor through a financial order for use of one-time, single use, funds to providers in need.

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

Day One has worked collaboratively with the department, accepting and prioritizing juvenile justice involved youth for approximately 10 years, and currently Day One has a staff member at Long Creek Youth Development Center (LCYDC) that provides treatment and assessments for justice involved youth. Due to this history and involvement, Day One has extensive knowledge of juvenile justice and working with justice involved youth, which enables this service to be implemented quickly. In the future, when/if other providers emerge which are capable of providing this service, experience in juvenile justice, and a presence at LCYDC the Department will then seek competitive bids.

**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:	Christine Thibeault, Assoc. Commissioner	Date:	12/20/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	william J.E. Allen	Date:	1/19/2023

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