

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:	DHHS / OCFS		
Department Contract Administrator or Grant Coordinator:	Chris Moiles/Ryan Roberts		
(If applicable) Department Reference #:	See attached table		
Amount: (Contract/Amendment/Grant)	\$200,000.00	Advantage CT / RQS #:	CTMV-10A- 20210119000000000004
CONTRACT	Proposed Start Date:	1/1/2021	Proposed End Date: 12/31/2021
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:	See attached table		
Brief Description of Goods/Services/Grant:	Reimbursement for Fingerprint-based Criminal History Record Checks for Children's Homes		

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	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.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

The purpose of this Agreement is to reimburse Maine Children's Homes who are working to meet the Fingerprint-based Criminal History Record check requirements for their Staff Members. As stated in LD 1792 An Act To Ensure Compliance with Federal Family First Prevention Services Legislation, Sec. 1. 22 MRSA §8110, the Department is required to obtain the Fingerprint-based Criminal History Record information for all Staff Members working in a Children's Home. The Office of Child and Family Services (OCFS) has received and allocated federal Family First Prevention Services Act (FFPSA) Transition grant funds to support the requirement.

To receive reimbursement for Staff Members having their fingerprints taken, the Provider shall utilize the services of Idemia Identity and Security. Fees incurred as a result of utilizing the fingerprinting services of an entity other than Idemia Identity and Security, will not be eligible for reimbursement. Idemia Identity and Security will transmit the fingerprints to the State Bureau of Investigation (SBI) to conduct State and federal Criminal History Record Checks, the results of which will be forwarded to the Department.

Funds are allocated based on the average number of Staff Members employed by each Provider and include an average staff turnover rate of forty percent (40%). The CTMV total of \$200,000 is higher than the total projected cost to accommodate fluctuations in utilization.

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

The vendors selected in the MVA are current providers of Children's Homes, including Children's Residential Care Facilities, Children's Residential Treatment Facilities with Secure Capacity, Emergency Children's Shelters, Shelters for Homeless Children, and Specialized Children's Homes who are required to meet the Fingerprint-based Criminal History Record Check requirement for all employees.

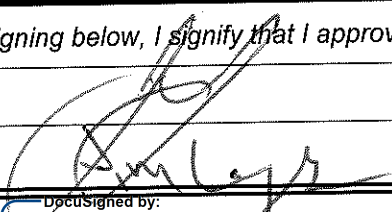
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The agreed upon rates are the same as those charged to the Department of Public Safety, Maine State Police, State Bureau of Investigation by the fingerprinting company Idemia Identity and Security.

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

Competitive bidding is not applicable to this Agreement, as the funding is available to all Providers of Children's Homes included under this Agreement.

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:		Date:	28-Jan-21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	1/29/2021

State of Maine Procurement Justification Form

Master Agreement Number: CBH-21-6200
Service: Reimbursement for Fingerprint-based Criminal History Record Checks for Children's Homes
Service Group: Children's Home Supports
Funding Amount: \$130,416
Rate: \$52 per Fingerprinting Record

Agreement Number	VC#	Vendor Name:	Rate:	Total # of Staff	Turnover (40%)	Total Anticipated Staff in need of Fingerprints	Projected Monthly Units:	Projected Monthly Cost:	Authorized Monthly Units (200%):	Total Projected Cost per Vendor:
CBH-21-6201	VC1000005876	Aroostook Mental Health Services	\$52	45	18.00	63.00	6.00	\$312	12	\$3,744
CBH-21-6202	VC1000007914	Becket Academy, Inc.	\$52	75	30.00	105.00	9.00	\$468	18	\$5,616
CBH-21-6203	VC1000017906	Connections for Kids	\$52	35	14.00	49.00	5.00	\$260	10	\$3,120
CBH-21-6204	VC1000033514	Good Will Home Assoc. DBA Good Will-Hinckley	\$52	95	38.00	133.00	12.00	\$624	24	\$7,488
CBH-21-6205	VC1000073686	Preble Street (Joe Kriesler Teen Shelter)	\$52	23	10.00	33.00	3.00	\$156	6	\$1,872
CBH-21-6206	VC1000050576	Kidspace National Ctrs of New England	\$52	230	92.00	322.00	27.00	\$1,404	54	\$16,848
CBH-21-6207	VC1000065970	Morrison Center	\$52	35	14.00	49.00	5.00	\$260	10	\$3,120
CBH-21-6208	VC1000067871	New Beginnings, Inc. (Shelter Program)	\$52	38	16.00	54.00	5.00	\$260	10	\$3,120
CBH-21-6209	VC1000068122	NFI North, Inc.	\$52	160	64.00	224.00	19.00	\$988	38	\$11,856
CBH-21-6210	VC1000072290	Penquis CAP, Inc. (Penquis Journey House)	\$52	6	2	9.00	1.00	\$52	2	\$624
CBH-21-6211	VC1000083675	Shaw House Shelter Program	\$52	22	9.00	31.00	3.00	\$156	6	\$1,872
CBH-21-6212	VC1000085465	Spurwink	\$52	550	220.00	770.00	65.00	\$3,380	130	\$40,560
CBH-21-6213	VC1000088400	Sweetser	\$52	250	100.00	350.00	30.00	\$1,560	60	\$18,720

**State of Maine
Procurement Justification Form**

CBH-21-6214	VC1000090218	The Northern Lighthouse	\$52	25	10.00	35.00	3.00	\$156	6	\$1,872
CBH-21-6215	VC0000185146	Ironwood Lakehouse	\$52	78	31	110.00	10.00	\$520	20	\$6,240
CBH-21-6217	VC0000246458	Summit Achievement	\$52	46	18	65.00	6.00	\$312	12	\$3,744

**Agreement
Total:**
\$130,416