



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)	\$ 200,000	Advantage CT / RQS #:	20210903*0583
CONTRACT	Proposed Start Date:	9/1/2021	Proposed End Date: 8/30/2024
AMENDMENT	Original Start Date:	9/1/2021	Effective Date: 1/31/2022
	Previous End Date:	8/30/2024	New End Date: 8/30/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Gateway Community Services Maine, Portland, ME		
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 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

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. For example, the funding can support a full-time position instead of just a half-time position.

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

Gateway Community Services Maine is uniquely qualified to provide these services in the Southern and Western region of the state because they are already the recognized provider in this region.

Gateway Community Services Maine (GCSM) is a nonprofit organization based in Greater Portland and Lewiston Maine, founded in 2016 by Abdullahi Ali. Our mission is to encourage, support and build healthy connections within oneself and others in order to promote vibrancy and well-being, along with welcoming communities where all people feel accepted, valued and have a sense of belonging. Our work welcomes all community members, while centering community members who are immigrants, refugees and asylees. From our founding, GCSM has focused on programs encouraging youth leadership, empowerment and voice while working to connect young people to networks and resources to combat social isolation.

GCSM was founded in connection with our sister agency, Gateway Community Services, LLC (GCS). GCS, also founded by Abdullahi Ali, was created in order to provide mental health services that are rooted in cultural competence and are available to all, with a particular focus on supporting immigrant community members. At GCS, they provide clinical services in the form of case management, counseling, and therapy. We work alongside GCS by providing a community-based approach to wellness. Learning from and building off of the mental health expertise within GCS, GCSM is able to expand mental health and stress management supports to community members outside of the confines of Mainecare. This allows us to overcome MaineCare barriers connected not only to who is eligible for services, but also what types of services and mental health supports are covered and funded (thus providing more space for culturally familiar stress management alternatives to clinical settings).

Since the pandemic, GCSM has been working to develop our youth programming, including a 20-person Youth Coalition employed to provide critical public health information and resource sharing throughout their peer networks. Additionally, we have created a highly committed team of Community Health Workers who have been supporting community members with a comprehensive set of wrap-around services. These are provided out in the community, including providing that resource directly within shelters to support community members who are unhoused.

GCSM combines their experience working in community-based wrap around support services, including from within homes and local shelters, together with our extensive work around youth empowerment, leadership and voice (along with working with youth on educational, employment and social goals within our

PART III: SUPPLEMENTAL INFORMATION

Youth Mentor Program). This organization would be uniquely qualified to support the State of Maine's Department of Education to bring culturally competent and relevant wrap around supports to young people in the community who are unhoused in a comprehensive and connected way.

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. This organization is uniquely qualified because of their expertise in working with English Learners and immigrant students and families, and those experiencing homelessness.

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

This 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.

Breakdown of the \$200,000: \$80,000 is for two remaining years contract amount not included in original contract (\$40K per year x 2 years). Additional \$120,000 funding is to: Expand services described in original contract agreement.

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 are 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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	2/4/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	2/8/2022


Certificate Of Completion

Envelope Id: E71B8C886E944901B8A43B13B732186A	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 10.103.40.204
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 2/4/2022 12:11:42 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 2/4/2022 12:11:43 PM Viewed: 2/4/2022 12:13:12 PM Signed: 2/4/2022 12:13:29 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/4/2022 12:11:43 PM
Certified Delivered	Security Checked	2/4/2022 12:13:12 PM
Signing Complete	Security Checked	2/4/2022 12:13:29 PM
Completed	Security Checked	2/4/2022 12:13:29 PM

Payment Events

Status

Timestamps