



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
Table with fields: Department Office/Division/Program: DHHS/CDC/MCH; Department Contract Administrator or Grant Coordinator: Chris Moiles / Melinda Farrell; (If applicable) Department Reference #: CD0-24-4241; Amount: \$60,000.00; Advantage CT / RQS #: CT 10A 20240104000000001881; CONTRACT Proposed Start Date: 12/1/2023; Proposed End Date: 7/31/2024; 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: Eileen Forlenza Highlands Ranch, Colorado; Brief Description of Goods/Services/Grant: Coaching and technical assistance


PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor (checked), D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

Through the Early Childhood Comprehensive System SAGA, Maine identified equity and family engagement as two of three areas to focus more on in the Strategic Plan. The ECCS team has initiated and co-facilitates a family engagement cross-agency workgroup with the goal of establishing a family engagement framework with collectively developed and agreed-upon language and best practices. The family engagement cross-agency workgroup's goal is the development of a family engagement framework tool and offering training and technical assistance for the family engagement framework and implementation of best practices for internal programs and agencies as well as early childhood community partners.

The Department and ECCS family engagement & equity cross-agency workgroup will receive advise on the development of a targeted, equity-focused family engagement model and strategies to identify and address inequities in access to P-3 services, resources, and supports. 

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

As a parent of an adult child with disabilities, Eileen is a motivational speaker, author, and trainer who has effectively represented the family perspective at conferences and public policy discussions at the federal, state, and local levels. Eileen has advocated for quality systems of care for over 30 years and served as Medical Home Initiative Director of the Colorado Title V agency, anchoring patient/family-centered care through healthcare reform in Colorado. Dedicated to broader diversity, equity, and inclusion issues, Eileen founded the Colorado Family Leadership Training Institute, equipping over 2,000 families statewide to increase their civic engagement. Eileen has served on many state and national advisory councils and as President of the Association of Maternal and Child Health Programs (AMCHP).

Eileen offers lived experience and professional expertise working with organizations and state governments. The rare combination of Eileen's experience, expertise, and advocacy work has been recognized nationwide and resulted in an invitation from President Barack Obama to join him at the White House to mark the 20th anniversary of the Americans with Disabilities Act, as well as receiving the prestigious Woman of the Year Award from the National Association of Professional Women.

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

The cost is deemed fair and reasonable as the hourly rate is comparable to the hourly rate of other similar contracts. The provider has determined the price of consulting and preparation time, materials, and ongoing technical assistance using pricing in like contracts in other states that she has provided contracted services for.

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

As a one-time project, the Department does not intend to competitively procure these services.

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

Does this request utilize ARPA/MJRP funds?

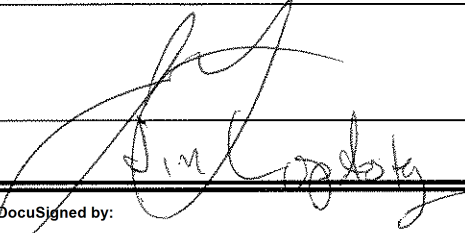
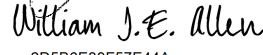
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:		Date:	1-Feb-24
Signature of DAFS Procurement Official:	DocuSigned by:  2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	2/16/2024

NOI 0220240187 02/16/2024 - 02/22/2024