

## 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:		Department of Corrections, Division of Juvenile Services			
Department Contract Administrator or Grant Coordinator:		Sonja Morse			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 50,000		Advantage CT / RQS #:	CT 03A 20200224000000002338
CONTRACT	Proposed Start Date:	July 1 <sup>st</sup> , 2020	Proposed End Date:	June 30 <sup>th</sup> , 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:		University of Southern Maine, 34 Bedford Street, Portland, ME, 04104			
Brief Description of Goods/Services/Grant:		Annual Recidivism Reports			

### 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
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		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.**

The Department of Corrections is in need of annual Juvenile Services Recidivism Reports. These reports allow the Department to compare current performance against past years to ensure contracted programs and services are best serving their clientele. Understanding the effectiveness of all Department interventions, both facility and community based, is crucial in assuring best practice in reducing recidivism in the juvenile population.



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## PART III: SUPPLEMENTAL INFORMATION

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

Muskie School of Public Service (Muskie) has been completing recidivism reports for MDOC since 1999, with the most recent RFP being completed in 2015. Muskie has completed numerous research projects with the Department of Corrections, worked collaboratively, and engaged in numerous Cooperative Agreements. Muskie has a Maine Statistical Analysis center, with numerous Data Analysis experts to review recidivism data and create reports based on this data. Muskie has extensive knowledge and understanding of Corrections data systems, data sharing, and is prepared to complete the reports accurately and on time. Muskie has the knowledge, capacity, and expertise to continue this service.

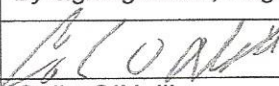
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The Department determined that the negotiated cost is consistent with previous years; therefore, the cost is fair and reasonable to successfully complete the desired services.

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

Currently Muskie School of Public Service (Muskie) has an extensive history with the Department completing these reports since 1999. With the access to the Maine Statistical Analysis Center and numerous Data Analyst experts, Muskie is able to continue to supply this service to the Department. Considering the extensive history with the Department, the knowledge of the Corrections data systems, the expertise, and the personnel capacity Muskie is the best candidate for supplying this service, at this time. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Colin O'Neill	<b>Date:</b>	2-28-2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	3/2/2020