



**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:		OCFS/Child Welfare		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell		
(If applicable) Department Reference #:		CFS-23-613A		
Amount: (Contract/Amendment/Grant)		Original: \$2,820,459.75 Amend A: \$ 700,000.00 Revised: \$ 3,520,459.75	Advantage CT / RQS #:	CT 10A 2022090200000000683
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	10/01/2022	Effective Date:	10/01/2022
	Previous End Date:	12/31/2024	New End Date:	No change
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Adoptive and Foster Families of Maine Inc. (AFFM) Bangor, Maine		
Brief Description of Goods/Services/Grant:		Resource Family Support Services and Kinship Navigator Program - Provides support for Adoptive, Foster and Kinship Families		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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 checked="" type="checkbox"/>	L. Other Authorization/RFP Extended

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.

Adoptive & Foster Families of Maine, Inc. (AFFM) currently holds the contract for Resource Family Support Services. The purpose of the contract is to provide support services which assist Resource Parents in their role of caregivers for Youth placed in their homes by the Department. Resource Family support services enhance caregivers' skills in their role as Resource Parents and supports Resource Parents' increased understanding of the role shared with the Department in promoting timely Permanency outcomes (including Reunification) for Youth in Care.

The Kinship Navigator Program goes hand-in-hand with Resource Family support services and builds on it. The Kinship Navigator Program educates the general public through collaboration with school systems, medical facilities, courts, police departments and other community programs. The program provides Resource Guides with an extensive list of resources and supports for families to utilize and to better prepare them for being Kinship Families and also provides a Kinship Family-specific respite program.

AFFM is currently providing Resource Family Support Services to foster parents and kinship families, which includes formal kinship placements and informal caregivers. The additional kinship navigator services are funded using the Federal Kinship Navigator Grant.

This Amendment is to add funding for temporary assistance to families through the Child Protective Services Contingency Fund.

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

AFFM has been providing this service for many years as the awarded bidder from RFP#201412879 and from RFP#201608158.

Maine/OCFS has been participating in a cross-site collaborative consisting of four states: Maine, Montana, Vermont, and Wyoming, led by Generations United, Casey Family Program, and The University of Washington. The purpose of the collaborative is to develop an evidence-based kinship navigator program for the Families First clearinghouse, enabling states to claim federal IV-E funds.

Preparation meetings for the collaborative began in April 2021, and the work officially started in June 2021. The current provider, AFFM has done the required groundwork, and staff have been hired. Full implementation in Maine begins in February 2022. AFFM has a relationship with the University of Maine, Center on Aging to collect and analyze the data. Data and findings from the collaborative will be sent to the IV-E Clearinghouse by the end of 2023 for review and rating for including in Family First Prevention Services.

Maine/OCFS' continued participation in this initiative is critical to the success of the evaluation, and will contribute greatly to the research about an evidence-based kinship navigator program. Changing the provider of the Kinship Navigator Program services so one other than the current Provider of these service, AFFM, would result in Maine's withdrawal in participation of the Collaborative.

This contract extends the agreement with AFFM beyond the typical RFP/competitive procurement timeframe to allow for Maine's/Office of Child and Family Services' continued participation in the Kinship Navigator collaboration as described above.

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

The costs in this agreement are the same as in previous contracts since RFP #201608158 was awarded.

The additional funding adds the SFY2022 Kinship Navigator Grant award of \$200,000.00 which covers the period of 10/01/2022 through 09/30/2023. It also adds \$500,000.00 in contingency funding approved in LD 1995 to cover 02/01/2023 through 12/31/2024. This initiative provides funding for temporary assistance to families through the Child Protective Services Contingency Fund.

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

**PART III: SUPPLEMENTAL INFORMATION**

The Department intends to issue an RFP for the both the Resource Family Support Services and the Kinship Navigator Program services in an RFP with a resulting contract start date of January 1, 2025.

**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):	DocuSigned by: <i>Debra Downer</i> 5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	Feb-15-2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD		
Typed Name:	Kathy Paquette	Date:	3/27/2023