



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:		DHHS/OCFS/ Early Care and Education	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell	
(If applicable) Department Reference #:		ECE-24-4234	
Amount: (Contract/Amendment/Grant)	\$319,131.70	Advantage CT / RQS #:	CT 10A 20231122000000001482
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 9/30/2024
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:		KVCAP/ Educare Central Maine Waterville, ME	
Brief Description of Goods/Services/Grant:		Parent Ambassador Program	

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 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.

KVCAP's Educare Central Maine is a comprehensive early learning and development school in Waterville, Maine, which provides child care and preschool options to families with children birth to age five (5) who are facing barriers to accessing high quality early learning. Educare launched a Parent Ambassador (PA) Program designed to provide parents with access to education and resources intended to build leadership skills. This program provides opportunities for interactions with other parents and advocacy professionals, exchange of knowledge, leadership development, trust building and collective action, all of which are important components of building social and intellectual capital and bringing about continued change and growth. As parents collectively learn about the civic process, how to advocate for themselves and their children, providing effective testimony, learning about specific topics and/or pieces of legislation, and connecting with their lawmakers, they have become engaged in local, state, and national decision-making processes.

Previously, Educare only provided this opportunity to Central Maine families with children in their Head Start program. Through grant funding, Educare will be able to expand this service Statewide, allowing for parents or caregivers from across the State to apply to be a part of the year-long cohort. Additionally, this expansion will allow for potential college credit and the opportunity to become part of a Parent Ambassador Alumni program that provides support to new PAs as they progress through the program. Educare will also be providing the Parent Ambassador Intensive Family Engagement (PA-IFE) Training which will train early learning professionals who support and/or provide services to a parent in the Parent Ambassador Program to learn key strategies and practices for engaging and partnering with families.

For the remainder of this Agreement, Educare will continue to partner with Portland Empowered to build out new parent leadership programming for New Mainer parents - including immigrant, refugee, and asylum-seeking parents - with young children. The shared space cafes conducted in summer of 2023 will inform the development of a new parent leadership program based on the PA program for New Mainer parents with young children to help expand Educare's reach in Maine with a (6) six-week cohort in the Spring/Summer of 2024.

The initial agreement with for Parent Ambassador Program services, CD0-23-4234, KVCAP Educare Central Maine, was administered by CDC but funded through OCFS' CCDF grant. In efforts to streamline programmatic and funding oversight, the CDC agreement will end, with the simultaneous start of this Agreement, with OCFS carrying the work forward.

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

KVCAP/Educare Central Maine partnered with the original creators of the PA program, WSA (Washington State Association of Head Start and the Early Childhood Education and Assistance Program) for first three (3) years of Maine's implementation to learn and attend trainings.

PART III: SUPPLEMENTAL INFORMATION

KVCAP/Educare additionally partnered with Harvard University, Center for the Developing Child, to create a copyrighted Theory of Change that is utilized within the PA Program.

KVCAP/Educare is the only provider in Maine that is trained in implementing the parent ambassador training curriculum that has been developed at a national level.

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

Costs were negotiated with the Provider. Rates are comparable to those set forth in similar State Services agreements.

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

The Department does not plan to competitively procure this service.

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


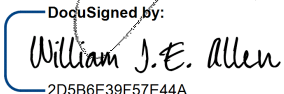
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Joe Kelly	Date:	21-Dec-23
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	3/6/2024

NOI 0320240246 03/06/2024 - 03/12/2024