



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.

Table with 4 columns and 10 rows. Section: PART I: OVERVIEW. Fields include Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, Amount (\$150,000), Advantage CT / RQS # (20231109*1367), Proposed Start Date (2/26/2024), Proposed End Date (9/30/2024), Vendor/Provider/Grantee Name (University of Southern Maine), and Brief Description of Goods/Services/Grant (Professional Learning and Training Support).

Table with 4 columns and 6 rows. Section: PART II: JUSTIFICATION FOR VENDOR SELECTION. Header: Check the box below for the justification(s) that applies to this request. (Check all that apply.) Rows A-K with checkboxes. Row C is checked.

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

Contracting with the **Maine Afterschool Network** allows the Maine DOE to address the issue of student engagement, which decreased significantly during the COVID-19 pandemic. The Maine DOE ESSA Data Dashboard shows a substantial increase in chronic absenteeism from 16.5% in school year 2017-2018 to 28.4% in school year 2021 – 2022. Connecting with students via out-of-school time programming (afterschool and summer programs) will help re-engage Maine students, and the data below demonstrates the need for additional OOS programming.

In 2022, 483 Maine schools served students in grades 4 – 6. Data from the Maine DOE's 21st Century Community Learning Centers (2023) show 33 grants were awarded (for school year 2023 – 24) to partner agencies, representing a total of 58 schools. Out of these 58 schools, 48 serve students in grades 4 – 6. Although this data represents just [8% of afterschool programming in Maine](#), it should be noted that demand for afterschool programming in Maine is so great that 1 out of every 10 applications was not funded in the most recent 21st Century Community Learning Center competition. Additionally, according to [2023 report of the Afterschool Alliance](#), for every child in a Maine afterschool program, 5 more would participate and are missing out, despite strong support for afterschool programming.

The **Maine Afterschool Network** will provide support with career exploration programming in afterschool and summer programs (OST – Out of School time) for students in grades 4 – 6 in Maine's public schools and/or community-based programs. This will allow younger students to engage in relevant and meaningful career exploration activities (job shadows, industry-mentored projects, tours of local businesses, guest speakers) during OST which will also strengthen relationships with caring adults and peers in their school community, resulting in increased student engagement.

The **Maine Afterschool Network** will provide support in the following areas:

- RFA Support and Promotion
- Program Support, Monitoring, and Professional Development

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

The Maine Afterschool Network (MASN) is uniquely qualified in this market as they are the only statewide network of afterschool providers. MASN has trusted relationships with Maine schools and community-based organizations. MASN has extensive experience in providing professional support to program directors and staff responsible for developing and implementing impactful OST programs. Additionally, given these OST programs are focused on career exploration, MASN is also uniquely qualified as they have developed an extensive library of engaging, high-quality, Maine-specific Career Exploration resources for programs to access, and as part of this work, will provide training and support with these resources, as well as access and support with the [Million Girls Moonshot](#) project, a STEM initiative focused on “transforming STEM learning experiences in afterschool and altering the workforce trajectory for underrepresented and underserved youth by creating groundbreaking and high quality STEM learning pathways for students . . . while the Initiative’s goal is focused on increasing the number of girls with an engineering mindset and a STEM identity—the Initiative will benefit all students, improving the overall quality of all afterschool STEM opportunities and lifting up both boys and girls as they become future innovators.”

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Additionally, the Maine Afterschool Network has experience with and knowledge of additional funding and curricular resources that schools may be able to access to enhance programming.

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

The costs related for these services are in line with the industry standards that organizations and schools pay for professional support.

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

This contract is only planned as a single procurement. If it is determined that the services are needed beyond this timeline, we will follow all Procurement requirements.

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:

Daniel A. Chuhta

Date:

2/14/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle D. Fournier
066BBD96EE5347F...

Typed Name:

Michelle D. Fournier

Date:

3/15/2024