

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.

PART I: OVERVIEW

Department Office/Division/Program:		DHHS/OCFS: Dulcey Laberge & Maryanne Livingstone		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Ryan Roberts		
(If applicable) Department Reference #:		OVP-21-IFW2		
Amount: (Contract/Amendment/Grant)	\$ 17,000.00	Advantage CT / RQS #:	CT-10A-2021030200000002361	
CONTRACT	Proposed Start Date:	5/1/2021	Proposed End Date:	6/30/2021
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:		Univ of Maine System acting through University of Maine Orono, ME		
Brief Description of Goods/Services/Grant:		Youth Skills Days for Youth in Care at Bryant Pond 4-H Camp & Learning Center		

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	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 Office of Child and Family Services (OCFS) is legally responsible for the care and supervision of Youth in Care. As their legal guardian, OCFS must meet federal mandates to provide Youth in Care with age and developmentally appropriate activities to build essential life skills that all Youth will need to successfully transition to adulthood, and which are considered "normalizing" experiences that their peers who are not Youth in Care may receive.

The purpose of this Agreement is to educate Maine Youth in Foster Care and those formerly in Foster Care who are from DHHS programs such as the Youth Leadership Advisory Team (YLAT) (thirteen (13) to twenty-

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PART III: SUPPLEMENTAL INFORMATION

one (21) year old's), on the natural resources and healthy recreational opportunities that are available in Maine. The expectation is that participants will gain an appreciation and greater awareness of the outdoors, while learning various skills to be safe and successful. Studies show that time spent outdoors increases cognitive abilities and has positive effects on brain development, which can lead to a healthier lifestyle.

The Provider will organize three (3) separate Youth Skills Days lasting one (1) day in length. Proposed dates are June 10th, 16th, and 18th or as determined by COVID-19 restrictions. Each session will consist of fifteen (15) to twenty-five (25) participants who will be recruited by the Department's Youth Transition Program. The Youth Skills Days could reach a total of up to seventy-five (75) Youth and will consist of activities that will create the opportunity for Youth to learn new skills, increase knowledge about local wild resources, increase confidence, create new friendships, learn about safe practices, self-respect, and more.

Additionally, a Virtual Orientation Program will take place prior to the Youth Skills Days to introduce some of the content, make staff connections, and set the stage for success. The Virtual Orientation Program will consist of three (3) sessions presented live via the Zoom app and will be interactive with the participants. A co-host from the Department will be named to moderate the session and support the instructor.

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

The vendor for this service is determined by the Maine Department of Inland Fisheries & Wildlife (MDIFW), who will consider contracting with any willing and qualified DHHS-licensed summer camp. Other camps who meet the qualifications can also submit requests for funding to MDIFW, but there are no other camps who have met the qualifications in recent years. Greenland Point Center was qualified in the past but has since been procured by the University of Maine and is included in DIFW's current contract.

The University of Maine Cooperative Extension (UMCE) receives funding from the MDIFW for scholarships for the programs they offer that adhere to MDIFW policy (related to hunting, fishing, shooting sports and inclusive of safety certifications through that agency). UMCE's Bryant Pond 4H Conservation Camp (BP) offers experiential learning, integrates the 4H models of youth development and healthy living and lifestyle into all programming. It is the only camp that meets MDIFW's qualifications to provide this programming.

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

The funding in this Agreement is apportioned as follows:

Three (3) Youth Skills Day Sessions	\$4,800
Three (3) Virtual Orientation Sessions	\$1,200
Equipment Packages for each Participant to keep	\$9,375
Miscellaneous Costs	\$1,625
Total	\$17,000

A search of the web shows that day camps can charge from \$100-\$1300 per week. The weekly price for an overnight camp can vary from under \$200 to more than \$1,500, with the average cost of a week-long, ACA-accredited overnight camp being \$768. The cost per camper for the Bryant Pond virtual camp is \$567.

The Department negotiated the costs with the provider and has determined that the costs are fair and reasonable as compared to the cost for camps offering similar programming in Maine.

If the Bryant Pond Junior Maine Guide Program (four weeks, residential) was open/available, it would cost \$3,290 per person.

Two weeks at Camp Med-O-Lark (Private, residential, co-ed, ages 8-16) costs \$3,300.

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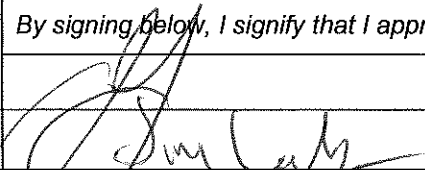
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Two weeks of overnight or Leader in Training YMCA Camp of Maine costs between \$1,348-\$1,648.

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

The Department does not plan to competitively bid this service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	15-Mar-21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	4/2/2021