



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:		Maine Judicial Branch, Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Betsy Boardman, Child Protective and Juvenile Process Specialist	
(If applicable) Department Reference #:			
Amount: \$ 20,000 (Contract/Amendment/Grant)		Advantage CT / RQS #:	20220325*2211
CONTRACT	Proposed Start Date:	4/1/2022	Proposed End Date: 3/15/2023
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:		Data Savvy Consulting, Dr. Alicia Summers, Reno, NV	
Brief Description of Goods/Services/Grant:		Data Savvy Consulting will develop data collection tools as well as compile and analyze data collected as part of a two-year quality hearing pilot project for child welfare judicial reviews and permanency hearings occurring in the Maine Judicial Branch.	

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.

The Maine Judicial Branch (MJB) started a pilot project in 2020 aimed to improve the quality of judicial reviews and permanency review hearings in child protection cases. In collaboration with Dr. Alicia Summers, Ph.D, in her role as Director of Research at the Capacity Building Center for Courts, MJB staff developed a judge guide that encompassed hearing quality best practices and process, and trained the judicial officers involved in the pilot project accordingly. The MJB now needs services to collect and analyze data to measure the outcomes of the pilot project.

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

Dr. Alicia Summers, Ph.D., is the only vendor who can effectively measure the outcomes of the MJB's hearing quality pilot project for the following reasons:

- First, Dr. Summers helped develop the guide for this pilot project and trained the participating judges; thus, she is uniquely positioned to understand the practices being piloted to effectively evaluate them.
- Second, Dr. Summers recently conducted a review of Maine child welfare proceedings, free of charge, to analyze and compare the attributes of child welfare proceedings that are conducted remotely versus in person. The study involved listening to over 100 Maine child welfare judicial review hearings, coding the hearings, analyzing the data, and providing a report to the MJB. The data from that format study will serve as the baseline and control data for this hearing quality pilot project. It is imperative for the integrity of the pilot project's outcome measurements that the same evaluator who coded the baseline/control data also code the test data to ensure uniformity of evaluation methodologies.
- Third, Dr. Summers works with 53 Court Improvement Programs (CIPs) in the country to develop and implement hearing quality projects through her role as the Director of Research at the Capacity Building Center for Courts. CIPs are funded through the Children's Bureau of the Office of the Administration for Children & Families. The hearing quality pilot project that is the subject of this PJF is funded by a federal CIP grant. Given Dr. Summer's unique role as the leading expert on hearing quality practices for CIPs, contracting with Dr. Summers for evaluation of this pilot project ensures that the project is evaluated pursuant to evaluation best practices endorsed by the Children's Bureau.

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

The data collection and analysis required to evaluate this hearing quality pilot project will involve listening to, coding, and analyzing approximately 210 court hearings. The \$20,000 contract amount reflects an estimated 30 days of full-time work (8 hours per day) for one person to complete the tasks (approximately \$83 per hour). Cost for each task include loaded rates, which include staff time, travel (if necessary), materials, etc. The Provider charges a similar rate to other states' Court Improvement Programs for similar work. Additionally, the Maine Judicial Branch has determined that the Provider's quoted rate is fair and reasonable given her PhD in social psychology and ample experience with evaluation of child protection hearing quality projects. The Maine Judicial Branch does not have the expertise required for this project.

PART III: SUPPLEMENTAL INFORMATION

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

At this time, the MJB does not expect a need for these services again in the future. However, if that changes, the MJB would investigate to see if other vendors are available, and if so, put it through the competitive bid processes.

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


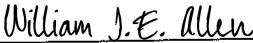
Does this request utilize ARPA/MJRP funds?

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:	Dennis Corliss	Date:	4/7/22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	4/15/2022

NOI 0420220335 04/19/2022 - 04/25/2022