



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

### 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:		Department of Corrections	
Department Contract Administrator or Grant Coordinator:		Sonja Charest	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 54,000.00	Advantage CT / RQS #:	2024012900000002103
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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:		Downeast Restorative Justice, 207 Southern Bay Road, Penobscot ME 04476	
Brief Description of Goods/Services/Grant:		Restorative Justice	

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.

**PART III: SUPPLEMENTAL INFORMATION**

The Department of Corrections is in continued need for Restorative justice services in Hancock County. This increase in demand for services results from restorative conferencing being the only diversion and intervention approach in prosecutorial district six that focuses on offender accountability for harm caused to victims. Through a facilitated conference, offenders, victims, family members, natural supports, and community representatives meet for a face-to-face interaction, reviewing what happened, who was affected and how, and coming up with an agreement for how the harm will be repaired.

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

Downeast Restorative Justice is the only agency that provides Restorative Justice Programming in Hancock County, Maine. Downeast Restorative Justice was originally formed in 2016 as the Hancock County Community Reparations Board (HCCRB). They changed their name to Downeast Restorative Justice (DRJ) in April 2020. Since 2016, they have held 32 Community Circles, 43 Juvenile Offenders successfully complete, and trained volunteers that provided over 1000 hours of service. DRJ relies almost entirely on volunteer efforts. As of the close of 2020, they employed one coordinator for 15 hours each week. They are a registered nonprofit with the State of Maine. They have a robust Board of Directors, of 8 people, that have combined decades of experience in Restorative Justice

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

This fee is reasonable considering the costs of other youth services, the costs of processing a juvenile through the court system in the absence of an effective alternative for diversion, the cost of DOC staff time associated with non-compliant juveniles who have been diverted, and the benefit of volunteer hours enlisted in support of correctional services.

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

If another Restorative Justice provider is able to serve Hancock County, then an RFP will need to be issued.



**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:	Christine Thibeault	Date:	2/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/18/2024