



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)		\$ 375,000.00	Advantage CT / RQS #:	03A 20240129*2101
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:		Maine Youth Court Portland, Maine		
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.

The Department has the continued need for a community-based intervention program that will reduce the recidivism rate while also providing youth the skills and knowledge necessary to safely avoid future contact with the DOC. The mission of DOC is to promote public safety by ensuring that juveniles under DOC jurisdiction are provided with risk-focused interventions, quality treatment, and other services that teach skills and competencies; strengthen pro social behaviors and require accountability to victims and communities.

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

Maine Youth Court (dba Youth Led Justice) is the only organization in Cumberland, Androscoggin, and Sagadahoc counties that trains youth to facilitate restorative circles for their peers. The provider trains youth to facilitate the restorative process by holding a circle for their peers when harm is caused. These peer facilitators utilize a script or outline to ask the restorative questions and facilitate the creation of a restorative plan for accountability. The vendor also train youth to act as advocates who work with impacted parties to do prep and sit with them in the circle for support.

This model differs slightly from the old MYC model in language utilized, and how the peer facilitators and participants create the restorative plan with all the parties in the room versus in a separate room. Many of the vendor's volunteers are former respondents. YLJ trains students to serve as volunteers for their diversion program and continue the work in their own schools and community. The vendor currently has 35 trained and active Youth Volunteers. Some youth volunteers serve on the YLJ board and take on additional leadership roles within their schools (ie. Casco Bay HS Community Council).

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

The fee is reasonable and expected in comparison to the Departments other restorative justice contracts, which are based on the number of youth being served. The department deems the costs fair and reasonable.

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

If another Restorative Justice provider is able to serve Cumberland, Androscoggin and Sagadahoc Counties and RFP will 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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Christine Thibeault</i> 1EE8D7296D7F495...		
Typed Name:		Date:	4/26/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	4/30/2024