



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

### PART I: OVERVIEW

Department Office/Division/Program:	OCFS/Early Care and Education/Preschool Development Grant Birth through Five			
Department Contract Administrator or Grant Coordinator:	Jennifer Levesque / Debbie Weston			
(If applicable) Department Reference #:	ECE-25-5056			
Amount: (Contract/Amendment/Grant)	\$ 120,500.00	Advantage CT / RQS #:	CT 10A 20250326000ECE255056	
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date:	12/30/2025
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 Children's Trust Augusta, ME		
Brief Description of Goods/Services/Grant:		Maine Children's Trust (MCT) will partner with Brazelton Touchpoints Center to develop appropriate training for their home visitors to ensure they are equipped to support and meet the needs of all Maine families. This funding will help MCT support families with young children who participate in their home visiting programs by providing Safety Bundle Boxes.		

### 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.

Through this Agreement, Maine Children's Trust will be able to strengthen their relationships with and capacity to support families with infants and toddlers. Maine Children's Trust will be able to provide "safety bundles" to the families participating in their program. This will help them to build more trusting relationships with the families they serve by supporting them to meet immediate needs.

In addition, this Agreement will allow MCT to partner with Brazelton Touchpoints Center™ (BTC) to build off the existing Touchpoints training and enhance the work of home visitors in Maine to be more sensitive to the needs of struggling families who face multiple stressors and barriers and provide parents the tools to meet the child developmental needs of their children.

In consultation with MCT leadership, BTC will create and deliver a six (6) hour in-person "booster" training and develop two (2) follow-up, interactive three (3)-hour virtual trainings for all home visitors in Maine, to allow the home visitors to solidify the learnings from the trainings.

MCT and BTC leadership will co-create a community of practice to support and learn from the implementation of the learnings from the booster training. BTC will lead three (3) community of practice sessions for home visitors who have participated in the booster training.

BTC will work directly with MCT incorporating components of the booster training into the longer Brazelton Touchpoints Approach training, teaching MCT staff to lead the booster training for home visitors. This will allow MCT to utilize The Brazelton Touchpoint Approach beyond the time of this Agreement.

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

Maine Children's Trust (MCT) holds the competitively awarded contract for Maine's Maternal, Infant, and Early Childhood Home Visiting Program. MCT is already working with the Brazelton Touchpoints Center to deliver the Touchpoints Approach training for all their home visitors. The additional services in this contract align with the goals of OCFS's Preschool Development Grant and will enhance the capacity of Maine's home visitors to be sensitive and effective in supporting infants, toddlers, and their parents to ensure the healthy development of some of our most vulnerable young children. In addition, funding in this contract expands the number of families receiving Safety Bundle Boxes through MCT's home visiting program.

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

The costs for the services in this agreement were negotiated with the provider and determined by the Department to be fair and reasonable. Training services, at a total cost of \$20,500, support the development and delivery of training in several modalities offered on-site and virtually. The overall in person booster training will cost \$8,000 to develop and deliver including travel, and the two (2),

**PART III: SUPPLEMENTAL INFORMATION**

three (3)-hour virtual trainings will cost \$6,500 to develop and deliver. The costs for the safety bundles, at \$100 per family, are consistent with those in ECE-25-5055.

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

The Department does not intend to RFP these services.

**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.

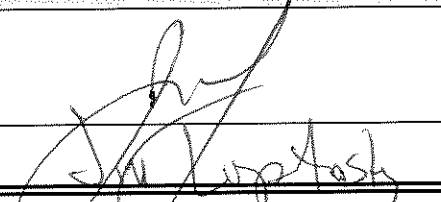
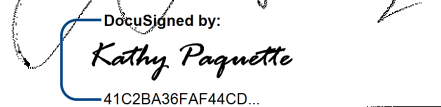
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	9 - Apr - 25
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/25/2025