



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:		DHHS/OCFS/Early Childhood Education			
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Storm Dexter			
(If applicable) Department Reference #:		ECE-26-9200			
Amount: (Contract/Amendment/Grant)		\$ 75,000.00	Advantage CT / RQS #:	CT-10A-20250326000ECE269200	
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	7/31/2026	
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:		KVCAP/ Educare Central Maine Waterville, ME			
Brief Description of Goods/Services/Grant:		First4ME Demonstration Model Consultation and Technical Assistance			

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 Provider shall conduct direct technical assistance to the Department to support the refinement of a core framework in order to encapsulate the key learnings derived from the demonstration model. The Provider will provide site level consultation as needs are identified. In addition, the Provider will conduct technical assistance to develop a programming model as directed by Sec. 1 MRSA c. 1064 'An Act to Support Children's Healthy Development and School Success'. The Provider will orchestrate observation opportunities of Elevate Maine including site visit of existing settings from the demonstration model, provide reports or recommendations from program review, and connection with key stakeholders from demonstration model. The Provider will assist the Department in planning the First4ME installation and determining the sequence of implementation and key elements that should be prioritized.

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

KVCAP/Educare was the founder of the demonstration model of Elevate Maine, a unique rural childcare partnership to which First4ME was mirrored after. Several key components from LD1712 mirror the work done by KVCAP/Educare in this demonstration model. They have specific knowledge and consultation expertise to support the department's efforts to create a framework that is both progressive and needs responsive.

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

Funding was allocated for a thirteen (13) -month technical assistance contract and consultation effort that mirrors the pilot window from current resources of a unique subset of knowledge and experiences related to the demonstration model, intellectual property, its entities and staff resources for weekly and on demand requests.

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

The pilot sites commenced August 2023 and conclude July 2026. KVCAP/Educare is the demonstration model for the First4ME pilot and will provide technical assistance for the duration of the pilot related to targeted consultation for pilot implementation. At the conclusion of the pilot window, the technical assistance and consultation from the demonstration model will no longer be a service needed by the Department.

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

Does this request utilize ARPAMJRP 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.

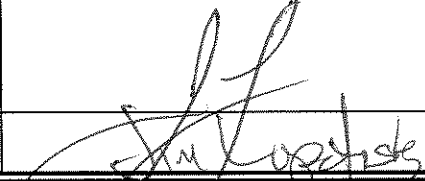
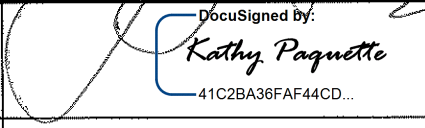
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	17-Apr-25
Signature of DAFS Procurement Official:	 <small>DocuSigned by:</small> Kathy Paquette <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	4/25/2025