

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Division of Juvenile Services			
Department Contract Administrator or Grant Coordinator:		Sonja Morse			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 104,000	Advantage CT / RQS #:	CT 03A 2020051400000003307	
CONTRACT	Proposed Start Date:	July 1 <sup>st</sup> , 2020	Proposed End Date:	June 30 <sup>th</sup> , 2021	
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:		New Beginnings Inc. 436 Main Street, Lewiston, ME			
Brief Description of Goods/Services/Grant:		Emergency Shelter			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**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 is required by Statute – Maine Juvenile Code to review detention requests made by law enforcement to determine whether a youth needs to be detained in a secure setting pending an initial Court appearance and the Department whenever possible utilizes least restrictive and community-based services closest to the youth's home as an alternative to secure detention. In addition, youth under the jurisdiction of the Department need to have access to provide short term placement options when experiencing family conflict, other crisis or who have parents unwilling to have them remain in the home. To meet the mandates of the juvenile code and ensure access to less restrictive placement options for all youth, the Department contracts with licensed emergency shelters that are willing to accept DOC placements 24/7.

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### PART III: SUPPLEMENTAL INFORMATION

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This contractor is currently the only licensed emergency shelter program located in Southern and Central Maine that is willing to take DOC referrals. It provides an array of less restrictive detention alternative services directed towards those youth being supervised through the Division of Juvenile services, including those who are one step away from being detained or committed, who are homeless, and those who are run-a-ways or on the verge of being homeless or a run-a-way due to the current domestic issues they are face with. It is located in the most populous are of the State and an area that has the greatest number of detention requests and youth under the jurisdiction of the Department. In addition, within the past few months, access to short term emergency placement options have decreased in S. Maine with the closing of a program that previously served males. It is the distinctness in these services that makes this contract so vital to the youth DJS serves and to ensure the mission and goals of the Department of Corrections are being addressed.

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

The emergency shelters leverage funds from a variety of sources that assists in supporting the costs of maintaining and staffing the shelter. The daily rate for state agency clients is set through a State agency rate setting process. The Department deems the daily rate and contract amount to be fair and reasonable.

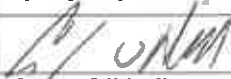
#### 4. Describe the plan for future competition for the goods or services.

The daily rate is set through a rate setting process for State Agency youth and future competition would require an RFP.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*



**Printed Name:**

Colin O'Neill

**Date:**

5/20/20

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*William J.E. Allen*

**Printed Name:**

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William J.E. Allen

**Date:**

5/29/2020

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