

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

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|---|----------------------|--|-----------------------------|------------------------------|
| Department Office/Division/Program: | | Division of Juvenile Services | | |
| Department Contract Administrator or Grant Coordinator: | | Sonja Morse | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$22,000 | Advantage CT / RQS #: | CT 03A 20200406000000002788 | |
| CONTRACT | Proposed Start Date: | July 1 st , 2020 | Proposed End Date: | June 20 th , 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: | | Carleton Project, P.O. Box 562, Houlton, Maine 04730 | | |
| Brief Description of Goods/Services/Grant: | | Alternative Education Services | | |

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

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|---|-----------------------------------|--|----------------------------------|
| | 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.

There is a need for youth residing in Aroostook, Piscataquis and Penobscot Counties who are moderate to high risk on the YLS/CMI and between the ages of 16-21 with a history of school failure, expulsion or are under court order to stay away from school in accessing alternative education services.

Young people need a range of skills, both basic academic skills as well as the ability to apply these skills and knowledge in the workplace or other living situations. Studies have identified four basic areas that today's youth particularly need to be successful in their transition to adulthood. They include;

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PART III: SUPPLEMENTAL INFORMATION

- 1). Professionalism/work ethic: ability to demonstrate personal accountability, effective work habits, punctuality. Working productive with others, and time and workload management.
- 2). Oral Communication; ability to articulate thoughts and ideas clearly and effectively' have public speaking skills. Written communication; ability to write memos, letters and reports clearly and effectively.
- 3). Teamwork/Collaboration-the ability to build collaborative relationships with colleagues and customers; be able to wor with diverse teams, negotiate and manage conflicts.
- 4). Critical thinking/problem solving-the ability to exercise sound reasoning and analytical thinking.

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

The vendor has a long history working with Department of Juvenile services youth successfully in multiple sites within Region 3. This vendor can admit and provide educational services to any DJS referred youth in their catchment when the youths sending school is not an option (due to suspension, expulsion, or court orders ruling the youth not to return). This vendor has the unique skill of accepting and providing both education as well as advocacy for the youth in returning to their sending school when feasible. The vendor has multiple sites scattered within Region 3. The funding contract will be structured as a grant allowing the vendor to access and utilize all allotted funds. The vendor will accept all DJS youth referred. Not only is their service truly unique, their admissions system is equally unique in that the vendor accepts all referrals. When comparing a similar contract, (Learning Works Transitions) with near identical deliverables, this vendors cost per youth per day (when calculated) is significantly less expensive.

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

Over the past 4 years, the cost of the program has stayed the same. For FY21, the provider indicated that the cost to serve the youth, as is, would be an additional \$2,000, totaling the contract to \$22,000. The Department deemed this fair and reasonable.

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

The addition of new alternative education program being constructed within the specific region—meeting or exceeding Department of Education requirements currently being attained by the Carleton Project is highly unlikely due to the strict DOE requirements for such programs. In the event an alternative education programs arises; the Department would use the RFP process to attain competitive bids and award the organization with the best proposal score.

PART IV: APPROVALS

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|---|--|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| Printed Name: | Colin O'Neill | Date: | 5/20/20 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>William J.E. Allen</i> | | |
| Printed Name: | William J.E. Allen | Date: | 5/29/2020 |

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