

## 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)	\$ 264,000	Advantage CT / RQS #:	CT 03A 20210422000000002902	
CONTRACT	Proposed Start Date:	July 1 <sup>st</sup> , 2021	Proposed End Date:	June 30 <sup>th</sup> , 2022
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/Attendant Care		

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
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 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

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## PART III: SUPPLEMENTAL INFORMATION

willing to accept DOC placements 24/7. The department is also in need of attendant care to provide placement for youth at-risk to secure confinement.

### 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 area 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. Due to this contract being the only licensed emergency shelter in Southern and Central Maine, they are appropriately positioned to provide attendant care—defined as providing temporary supervision of a juvenile alleged of committing a crime and needs appropriate interim care—as there is a current Standard Operating Procedure for the care, as well as the shelter beds available for use.

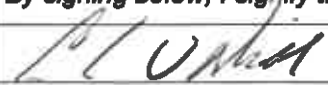
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

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 funding for Attendant Care was added, as an amendment, in FY21; therefore, the FY22 costs is deemed to be fair and reasonable, based on the previous year.

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

The only licensed emergency shelter program located in Southern and Central Maine that is willing to take DOC referrals and the only attendant care program in the state. If another provider becomes licensed in this area and RFP will be completed.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Colin O'Neill	<b>Date:</b>	4-26-2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	5/4/2021

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