

## 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:	Department of Corrections, Division of Juvenile Services			
Department Contract Administrator or Grant Coordinator:	Sonja Morse			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 181,110.05	Advantage CT / RQS #:	CT 03A 20210422000000002900	
<b>CONTRACT</b>	Proposed Start Date:	July 1 <sup>st</sup> , 2021	Proposed End Date:	June 30 <sup>th</sup> , 2022
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Learning Works, 181 Brackett Street, Portland, ME, 04102			
Brief Description of Goods/Services/Grant:	Community Service Program			

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:
<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 Maine Department of Corrections is in need of a provider in Cumberland and York Counties that provides a community service alternative for youth involved with the juvenile justice system. Youth referred will be ages 13 to 18 who have admitted to or been adjudicated of committing a juvenile offense or who have violated conditions of probation or aftercare status. The program will support the referred youth in making repairs for the harm(s) he/she has caused though the completion of community service hours under the supervision of the program.

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## PART III: SUPPLEMENTAL INFORMATION

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

Learning Works has been providing programs for adjudicated youth for approximately 20 years and has been providing restorative justice/community service opportunities for at-risk youth for approximately 15 years in York and Cumberland Counties. Learning Works has the capacity to serve 13-18-year-old involved in the juvenile justice system and provides access to community service projects, vocational, educational, case management, and skill building. Since 2014, the provider had successfully served an average of 69 youth per year. 97% of youth who engaged in the program did not recidivate, and there was a 35% decline in the use of secure confinement of youth.


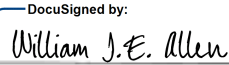
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantees.**

In order to support current full capacity staffing plan, budgeted expenses, and to continue to run the program as is, Learning Works Service Works is in need of the current cost, which is consistent with the previous year. A full budget will be included with the contract submission. The department deems this fair and reasonable.

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

At this time, Learning Works is the only community-based restorative justice program across the state. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids.

## 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>	5-3-2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
<b>Printed Name:</b>	William J.E. Allen	<b>Date:</b>	5/4/2021

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