

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):	\$ 130,000	Advantage CT / RQS #:	202022400000002347
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	July 1 st , 2020	Effective Date:
	Previous End Date:	June 30 th , 2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Tree Street Youth 144 Howe St. Lewiston, ME	
Brief Description of Goods/Services/Grant:		Evening Reporting Center	

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
X	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 Maine Department of Corrections is in need of an Evening Reporting Center located in Lewiston, ME to increase access to safe after-school activities, access to peer and adult mentors, and improve positive youth outcomes. It is needed in this geographical population to address the specific identified barriers and unmet needs regarding structure, supervision and support directly contributing to the influx of crime during after-school and evening hours. The Maine Department of Corrections (MDOC) is in need of a provider in Region 2, to assist in administrative tasks for the Credible Messenger Movement Program, through MDOC, to track stipends, tracking stipend payment, and track involved credible messengers.

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PART III: SUPPLEMENTAL INFORMATION

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

Tree Street Youth Evening Reporting Center is located in Lewiston, Maine. Tree Street is in walking distance from Lewiston High/Middle school and neighborhood homes. The Evening Reporting Center serves approximately 120-150 youth daily and served 37 corrections involved youth in 2019. The families that are served within this program are from immigrant or refugee population, indicating the need for a community-based program and culturally diverse and competent personnel to meet the unique needs of the youth and families. The program was established in 2011 and is successful in meeting the unique needs of the Lewiston, Maine diverse population, by providing educational, vocational, mentoring, and youth support to improve positive youth outcomes. Tree Street has experience with paying mentors and tracking stipends, is in Region 2, and has the ability to complete the administrative tasks.

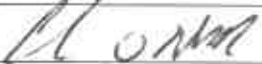

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantees.

The Department determined that the negotiated cost is consistent with previous years; therefore, the cost is fair and reasonable to successfully complete the desired services. In FY21 the provider was awarded federal and private funds in the amount of \$75,000, and state funds of \$10,000. These funds have not yet been spent in full. The FY21 state services were \$130,000, the additional funds (private/federal) were \$75,000, and the state provided and additional \$10,000. To cover the cost of services from 7/1/2021 to 6/30/2022, \$130,000 will be added, as consistent with previous years. The Department negotiated the costs, and deems the cost is fair and reasonable to successfully complete the desired services.

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

At this time, Tree Street Youth is the only evening reporting center in the state. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids. Credible Messenger Movement is currently in Juvenile Region 2, and Tree Street Youth is the only reporting center in that area that has the administrative ability and space to complete the task. 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

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:	5-17-2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	Michelle Fournier	Date:	5/18/2021

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