



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)
List of options A-L with checkboxes: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, L. Other Authorization.

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

PART III: SUPPLEMENTAL INFORMATION

The Department of Corrections (DOC) is in continued need for Restorative justice services to all referred DOC youth in juvenile region 1. Restorative Justice is a prevention and intervention service that can impact reduction in recidivism rates in the juvenile justice system and prevent youth from entering the juvenile justice system.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

No other entity in the State provides the following restorative services in the region being served. Restorative Dialogue: A conversation that occurs between a small group of people and focuses on a discreet incident of harm. Restorative questions are used, and this may or may not lead to a reparative agreement. Restorative Circle- Involving several people and often employing a talking piece, the circle is used to address incident of harm. The circle may lead to a verbal or written agreement. Restorative Circles are often called "Peacemaking Circles". Restorative Mediation- A process in which trained facilitators guide the parties through the dialogue process. The victim often asks the offender questions about the crime and tells the offender how the crime has impacted them physically, emotionally and financially. The offender has the opportunity to take responsibility for the crime, answer the victim's questions, apologize and develop options with the victim as to how they will be accountable in a way that is meaningful for both the victim and offender. This is also known as Victim Offender Mediation. Restorative Conference- Requires formal pre-conference preparation of participants. A conference aims to bring together those affected to work through a process culminating in a formal, signed and dated agreement for how harm will be repaired with someone tasked to track the follow through process. A restorative conference can also be referred to Family Group Decision Making. In addition to the uniqueness of their services, RJIM's staff qualifications include degrees and certifications in social work, mediation, and facilitation.

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

Comparative services do not exist in other State Departments or in the private sector. The fee is reasonable and expected in comparison to the Departments other restorative justice contracts, which are based on the number of youth being served. The department deems the costs fair and reasonable.

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

The department would consider issuing an RFP if this model is duplicated by other vendors in Maine's communities.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dr. Ryan Thornell	Date:	5-25-22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	5/31/2022