



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 details, 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: Competitive Process, Amendment, Single Source/Unique Vendor, Proprietary/Copyright/Patents, Emergency, University Cooperative Project, Grant, State Statute/Agency Directed, Federal Agency Directed, Willing and Qualified, Client Choice, 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 is in continued need for Restorative justice services in Waldo, Knox, Lincoln, Sagadahoc and Counites. This increase in demand for services results from restorative conferencing being the only diversion and intervention approach in prosecutorial district six that focuses on offender accountability for harm caused to victims. Through a facilitated conference, offenders, victims, family members, natural supports, and community representatives meet for a face-to face-interaction, reviewing what happened, who was affected and how, and coming up with an agreement for how the harm will be repaired.

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

RJP MAINE has been providing effective Restorative Justice for over 13 years. RJP MAINE is the only provider that provides RJ services in Waldo, Knox, Lincoln, Sagadahoc, and Hancock Counites. The provider will collaborate with Corrections and Department of Education to develop Restorative Practices programming for schools across the state. Each juvenile offender is assigned a screened and trained adult mentor for the period between the initial conference that develops the reparative agreement and a closing conference that celebrates the juvenile fulfilling the requirements of the agreement. The average length of time for fulfilling agreements is twelve weeks, but mentoring has continued for up to eighteen months, depending on need. Restorative justice works by recruiting citizens into the work of restoration of offenders, victims and communities. RJP MAINE has enrolled over 350 volunteer mentors, over 80 of whom are actively mentoring juvenile and adult offenders.

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

This fee is reasonable considering the costs of other youth services, the costs of processing a juvenile through the court system in the absence of an effective alternative for diversion, the cost of DOC staff time associated with non-compliant juveniles who have been diverted, and the benefit of volunteer hours enlisted in support of correctional services.

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

If another Restorative Justice provider is able to serve Waldo, Knox, Lincoln, Sagadahoc Counites, then an RFP will need to be issued.

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


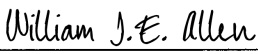
Does this request utilize ARPA/MJRP funds?

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:	DocuSigned by: 		
Typed Name:	william J.E. Allen	Date:	5/31/2022