



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, City, State, 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.)
Table with options A through 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 Maine Department of Corrections (DOC) has the continued need for a community-based intervention program that will reduce the recidivism rate while also providing youth the skills and knowledge necessary to safely avoid future contact with the DOC. The mission of DOC is to promote public safety by ensuring that juveniles under DOC jurisdiction are provided with risk-focused interventions, quality treatment, and other services that teach skills and competencies; strengthen pro social behaviors and require accountability to victims and communities.

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

Referred youth will be provided a peer-driven process that will allow the referred youth to take responsibility for their actions; held accountable for their actions; and be supported to move forward in the most appropriate way through an individualized repair agreement. Youth facing substance abuse challenges will be assessed and be provided with treatment services. All referred youth will also be assigned a Peer Mentor to support them with the process and help them navigate challenges should they arise. Youth LED Justice is supported by the Maine Court System; the district attorney's office in the areas served and local school systems. It allows young people who have violated the law or a school rule to be held accountable by their peers while providing positive alternative sanctions for first-time offenders through a peer-driven process that allows young people to take responsibility, to be held accountable, and be supported to move forward in the most appropriate way. Youth facing substance use challenges are connected with an assessment and treatment services, as well as a Peer Mentor, to help them navigate these challenges. Youth LED Justice, which is run by youth and for youth, volunteers from the community are trained and supported to apply restorative justice principles in considering the needs of the victim, the community, and the youth respondent in each case.

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

The cost is consistent with previous years to deliver this service. The department deems the cost fair and reasonable.

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

While the DOC does not anticipate other vendors developing such a unique model moving forward, the department would certainly consider issuing an RFP if this model is duplicated 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:	DocuSigned by: 		
Typed Name:	William J.E. Allen <small>2D5B6E39F57E44A...</small>	Date:	5/31/2022

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