



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 2 main columns and multiple rows containing contract details such as Department Office/Division/Program, Amount, Proposed Start Date, and Vendor/Provider/Grantee Name.

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 justification options A through L with checkboxes.

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.

The Department of Corrections Juvenile Division Region 3 is in need of Restorative Justice program that is able to serve Washington and Aroostook County, to decrease secure confinement of youth involved in the juvenile justice system. Aroostook County Action Program (ACAP) has been providing this service to the Department since 2015.

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

Aroostook County Action Program (ACAP) was founded in 1972. ACAP is currently the only provider that has the ability to serve youth in Aroostook and Washington Counties. The program provides services and resources that help individuals and families achieve greater economic independence. As a leader, or in partnership with others, ACAP provides guidance to the community in responding to emerging human needs.

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

The Department determined that the negotiated cost is consistent with previous years; the Department considers the cost to be fair and reasonable to successfully complete the desired services.

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

At this time, ACAP is the only restorative Justice provider in Aroostook and Washington counties. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids.

Click or tap here to enter text.

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

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