



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office, Amount (\$25,000.00), Advantage CT / RQS # (202205200000002978), and Vendor/Provider/Grantee Name (Shaw House).

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes a checklist with options A through L. Option C (Single Source/Unique Vendor) is checked.

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

Table for PART III: SUPPLEMENTAL INFORMATION. Item 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 is required by Statute – Maine Juvenile Code to review detention requests made by law enforcement to determine whether a youth needs to be detained in a secure setting pending an initial Court appearance and the Department whenever possible utilizes least restrictive and community-based services closest to the youth’s home as an alternative to secure detention. In addition, youth under the jurisdiction of the Department need to have access to provide short term placement options when experiencing family conflict, other crisis or who have parents unwilling to have them remain in the home. To meet the mandates of the juvenile code and ensure access to less restrictive placement options for all youth, the Department contracts with licensed emergency shelters.

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

This contractor is currently the only licensed emergency shelter program located in N. Maine that provides short term crisis stabilization and support services to homeless youth and that is willing to take DOC referrals. It provides an array of less restrictive detention alternative services directed towards those youth under the jurisdiction of the Division of Juvenile services, including those who are one step away from being detained or committed, who are homeless, and those who are run-a-ways or on the verge of being homeless or a run-a-way due to the current domestic issues they are faced with. It is the distinctness in these services that makes this contract so vital to the youth DJS serves and to ensure the mission and goals of the Department of Corrections are being addressed.

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

The emergency shelters leverage funds from a variety of sources that assists in supporting the costs of maintaining and staffing the shelter. The daily rate for state agency clients is set through a State agency rate setting process.

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

This contractor is currently the only licensed emergency shelter program located in N. Maine that provides short term crisis stabilization and support services to homeless youth and that is willing to take DOC referrals any future competition would require an RFP.

**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