



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			
Department Office/Division/Program:	Department of Corrections, Division of Juvenile Services		
Department Contract Administrator or Grant Coordinator:	Sonja Morse		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 232,000.00	Advantage CT / RQS #:	2022052600000003066
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2023
	Previous End Date:	New End Date:	6/30/2024
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Learning Works, 181 Brackett Street, Portland, ME, 04102		
Brief Description of Goods/Services/Grant:	Community Service Program		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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.

The Maine Department of Corrections is in need of a provider in Cumberland and York Counties that provides a community service alternative for youth involved with the juvenile justice system. Youth referred will be ages 13 to 18 who have admitted to or been adjudicated of committing a juvenile offense or who have violated conditions of probation or aftercare status. The program will support the referred youth in making repairs for the harm(s) he/she has caused through the completion of community service hours under the supervision of the program.

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

Learning Works has been providing programs for adjudicated youth for approximately 20 years and has been providing restorative justice/community service opportunities for at-risk youth for approximately 15 years in York and Cumberland Counties. Learning Works has the capacity to serve 13-18-year-old involved in the juvenile justice system and provide access to community service projects, vocational, educational, case management, and skill building. Since 2014, the provider had successfully served an average of 69 youth per year. 97% of youth who engaged in the program did not recidivate, and there was a 35% decline in the use of secure confinement of youth.

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

The provider has unspent funding from FY23 due to staffing vacancies. In order to support current full capacity staffing plan, budgeted expenses, and to continue to run the program as is, Learning Works Service Works is in need of the current cost (\$232,000.00), which is a slight increase of \$885.00 from the previous year (\$231,115.00). A full budget will be included with the contract submission. The department deems this fair and reasonable.

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

At this time, Learning Works is the only community-based restorative justice program across the state. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids.

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:	Christine Thibeault, Assoc. Commissioner	Date:	5/22/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	5/30/2023

NOI 0520230518 05/30/2023 - 06/05/2023