



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:		OCFS/ DHHS	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Patricia Wall	
(If applicable) Department Reference #:		ECE-25-9200	
Amount: (Contract/Amendment/Grant)	\$ 85,000.00	Advantage CT / RQS #:	CT 10A 2024041200000002839
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		KVCAP/ Educare Central Maine Waterville, ME	
Brief Description of Goods/Services/Grant:		First4ME Demonstration Model Consultation and Technical Assistance	



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 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.	<p>The provider shall conduct programming technical assistance prior to sites being operational and support the refinement of a core framework in order to develop a program that benefits from the key learnings derived from the demonstration model. The provider will aid in resources directly related to mapping out the process of identifying existing resources, agencies, partners, services, activities, and initiatives that align with First4ME core objectives to support each pilot site in their individual process. In addition, the provider will conduct technical assistance to develop initial programming model as directed by Sec. 1 MRSA c. 1064 'An Act to Support Children's Healthy Development and School Success'. The provider will orchestrate observation opportunities of Elevate Maine including site visit of existing settings from the demonstration model, provide reports or recommendations from initial program review, connection with key stakeholders from demonstration model for startup programming support. The provider will assist the department in planning the First4ME installation and determining the sequence of implementation and key elements that should be prioritized. Lastly, the provider will participate in ongoing TA and consultation once sites are operational for the first six months including planning and coordination of tools, projects, and activities to ensure success start up with knowledge and learning from the demonstration model key components for success.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>KVCAP/Educare was the founder of demonstration model of Elevate Maine, a unique rural childcare partnership to which First4ME was mirrored after. Several key components from LD1712 mirror the work done by KVCAP/Educare in this demonstration model. They have specific knowledge and consultation expertise to support the department's efforts to create a framework that is both progressive and needs responsive.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Funding was allocated for a twelve-month Technical Assistance contract and consultation effort from current resources of a unique subset of knowledge and experiences related to the demonstration model, intellectual property, its entities and staff resources for weekly and on demand requests.</p>
4. Describe the plan for future competition for the goods or services.	<p>The pilot sites will be operational as of January 2023. July 2022 – Late Fall the TA efforts are focused on structure and programming in order to have sites apply. January – June KVCAP/ Educare's TA will be supporting the training and framing for key stakeholders, program operations and initial evaluator foundations.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE	
Does the requesting Department signatory understand and acknowledge Maine's COI Statute?	
<input type="checkbox"/> Yes, the requesting Department signatory understands and acknowledges <u>Title 17, Chapter 101, §3104.</u>	

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosty	Date:	14 - May - 24
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD		
Typed Name:	Kathy Paquette	Date:	5/20/2024