

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Division of Juvenile Services	
Department Contract Administrator or Grant Coordinator:		Sonja Morse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 125,000	Advantage CT / RQS #:	CT 03A 20200514000000003314
CONTRACT	Proposed Start Date:	July 1 <sup>st</sup> , 2020	Proposed End Date: June 30 <sup>th</sup> , 2021
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:		Restorative Justice Project Maine P.O. Box 141 Belfast, Maine 04915	
Brief Description of Goods/Services/Grant:		Restorative Justice	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**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 is in continued need for Restorative justice services in Waldo, Knox, Lincoln, Sagadahoc, and Hancock Counties. This increase in demand for services results from restorative conferencing being the only diversion and intervention approach in prosecutorial district six that focuses on offender accountability for harm caused to victims. Through a facilitated conference, offenders, victims, family members, natural supports, and community representatives meet for a face-to-face interaction, reviewing what happened, who was affected and how, and coming up with an agreement for how the harm will be repaired.

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### PART III: SUPPLEMENTAL INFORMATION

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

RJP has been providing effective Restorative Justice for over 13 years. RJP is the only provider that provides RJ services in Waldo, Knox, Lincoln, Sagadahoc, and Hancock Counties.

Each juvenile offender is assigned a screened and trained adult mentor for the period between the initial conference that develops the reparative agreement and a closing conference that celebrates the juvenile fulfilling the requirements of the agreement. The average length of time for fulfilling agreements is twelve weeks, but mentoring has continued for up to eighteen months, depending on need. Restorative justice works by recruiting citizens into the work of restoration of offenders, victims and communities. RJP has enrolled over 350 volunteer mentors, over 80 of whom are actively mentoring juvenile and adult offenders. These are citizens who are gaining a deep understanding of the impact of crime on young lives, the effects of poverty, and the power of relationships in restoring juveniles to a more productive path. Additional community members are brought into the process through their participation in conferences as community representatives or have relevance to a particular case, for example, teachers, coaches and guidance counselors, neighbors, members of the clergy, ex-offenders and others. They represent natural supports in communities and bring their strengths and experience to serve juvenile offenders.

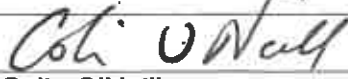
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

RJP is a not-for-profit organization, with an approximate fee of \$1,300 per youth. The fee includes staff time and travel associated with pre-conference interviews with juvenile offenders and their care givers, victims and pertinent community members; facilitating the conference; training and supervising volunteer mentors; conducting closing conferences; preparing reports and general overhead. This fee is reasonable considering the costs of other youth services, the costs of processing a juvenile through the court system in the absence of an effective alternative for diversion, the cost of DOC staff time associated with non-compliant juveniles who have been diverted, and the benefit of volunteer hours enlisted in support of correctional services.

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

If another Restorative Justice provider is able to serve Waldo, Knox, Lincoln, Sagadahoc, and Hancock Counties, then an RFP will need to be issued.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify, that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Colin O'Neill	<b>Date:</b>	6/10/20
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>William J.E. Allen</i>		
<b>Printed Name:</b>	2D5B6E39F57E44A... William J.E. Allen	<b>Date:</b>	6/15/2020

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