

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:		MDIFW & DHHS/OCFS: Dulcey Laberge & Rebecca Harvey	
Department Contract Administrator or Grant Coordinator:		Chris Moiles & Ryan Roberts	
(If applicable) Department Reference #:		OVP-20-IFW1	
Amount: (Contract/Amendment/Grant)	Orig MDIFW: \$190,000 Amend DHHS: \$ 17,000 Revised: \$207,000	Advantage CT / RQS #:	MDIFW:09A-20190419*3041 DHHS:10A-20200604*3681
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2019	Effective Date:
	Previous End Date:	6/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		University of Maine 4H Camp & Learning Center (BP), Orono, ME 04469	
Brief Description of Goods/Services/Grant:		Conservation Camp for Youth in Foster Care/Youth Formerly in Foster Care, ages 14-21	

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
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	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.**

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PART III: SUPPLEMENTAL INFORMATION

The Office of Child and Family Services (OCFS) is legally responsible for the care and supervision of youth who are in foster care. As their legal guardian, OCFS must meet federal mandates to provide youth in care with age and developmentally appropriate activities to build essential life skills that all youth will need to successfully transition to adulthood, and which are considered “normalizing” experiences that their peers who are not in foster care may receive. Among many experiences, OCFS provides funding and support for youth in foster care/youth formerly in foster care to attend residential summer camps, particularly those that expose youth to new experiences and that equip young people with critical life skills such as decision-making and personal safety skills.

This amendment adds DHHS OCFS funding to Maine Department of Inland Fisheries & Wildlife’s contract to provide a Conservation Camp experience specific to the needs and circumstances of youth in foster care/youth formerly in foster care, ages 14-21.

OCFS funding in this contract was originally designated to support scholarships for youth in foster care to attend residential summer camps offered at Bryant Pond. Two youth were going to Maine Junior Guide Camp (a four-week residential camp program), and two youth were going to Youth Leadership Camp (a three-week residential camp program). Due to the COVID-19 pandemic, overnight summer camps in Maine have not opened.

OCFS, MDIFW and the provider created alternative camp programming for youth in foster care/youth formerly in foster care, expanding access to up to thirty (30) youth. This new camp experience will provide youth in foster care the opportunity to develop leadership and life skills through two (2) virtual outdoor skill building “classes,” (which will include information about healthy decision-making and healthy relationships), supplemented with Outdoor Kits, equipment and a Maine fishing license that will allow them to practice the skills they learned during the virtual classes.

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

The vendor for this service is determined by the Maine Department of Inland Fisheries & Wildlife, who will consider contracting with any willing and qualified DHHS-licensed summer camp. Other camps who meet the qualifications can also submit requests for funding to MDIFW, but there are no other camps who have met the qualifications in recent years. Greenland Point Center was in the past, but has since been procured by UMaine and is included in DIFW’s current contract.

The University of Maine Cooperative Extension (UMCE) receives funding from the MDIFW for scholarships for the programs they offer that adhere to MDIFW policy (related to hunting, fishing, shooting sports and inclusive of safety certifications through that agency). UMCE’s Bryant Pond 4H Conservation Camp (BP) offers experiential learning, integrates the 4H models of youth development and healthy living and lifestyle into all programming, and is the only camp that meets MDIFW’s qualifications to provide this programming.

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

The funding in this amendment supports virtual and experiential camp for up to thirty youth apportioned as follows:

\$ 12,750 (75%) for materials provided to campers, which they keep (Backyard Adventure Kits- 3 per camper, equipment packages, rain jacket, and Maine fishing license).
\$ 2,400 (approximately 14%) for development of two virtual programs.
\$ 1,200 (7%) for Kit and equipment delivery (vehicle and staff)
\$ 650 (about 4%) for coordination, management and planning
<u>\$ 17,000</u>

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PART III: SUPPLEMENTAL INFORMATION

A search of the web shows that day camps can charge from \$100-\$1300 per week. The weekly price for an overnight camp can vary from under \$200 to more than \$1,500, with the average cost of a week-long, ACA-accredited overnight camp being \$768. The cost per camper for the Bryant Pond virtual camp is \$567.

The Department negotiated the costs with the provider, and has determined that the costs are fair and reasonable as compared to the cost for camps offering similar programming in Maine.

- If the Bryant Pond Junior Maine Guide Program (four weeks, residential) was open/available, it would cost \$3,290 per person.
- Two weeks at Camp Med-O-Lark (Private, residential, co-ed, ages 8-16) is \$3,300.
- Two weeks of overnight or Leader in Training YMCA Camp of Maine costs between \$1,348-\$1,648.

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

The Department does not intend to competitively bid this service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Emily MacCabe</i>		
Printed Name:	Emily MacCabe	Date:	June 23, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	6/24/2020