

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:		DOC/JJAG		
Department Contract Administrator or Grant Coordinator:		Linda Barry Potter		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 100,000.00	Advantage CT / RQS #:	CT 03A 20210607000000003609	
CONTRACT	Proposed Start Date:	07/01/2021	Proposed End Date:	06/30/2023
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:		University of Southern Maine Research Service Center PO BOX 9300 Portland ME 04101-9300		
Brief Description of Goods/Services/Grant:		Young People's Caucus		

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
X	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.**

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PART III: SUPPLEMENTAL INFORMATION

The Juvenile Justice Advisory Group (JJAG) through the Maine Department of Corrections (MDOC) is in need of youth voice and engagement across all areas of the juvenile justice system. JJAG needs to provide a network of support for youth leaders to explore, investigate, and process issues using their lived expertise, and to empower this network to co-create recommendations for policy and practice that can potentially impact not only their lives, but lives of youth, families, and communities across the state of Maine. JJAG is required to have three-year plan through the Office of Juvenile Justice and Delinquency Prevention, and this proposal will meet that requirement. At this time, the JJAG and MDOC do not have the expertise or capacity to carry out this need.

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

The University of Southern Maine (USM) has been working with the Department since 1999 and has worked collaboratively with the JJAG for over a decade. Due to USM's experience with the department and JJAG, expertise in consultation, resource development, quality improvement, and youth initiatives. The Young People's Caucus (YPC) is an initiative of the Youth and Community Engagement Team at the Cutler Institute, the research arm of the Muskie School of Public Service at USM. YPC is a partnership between Youth and Community Engagement (YEC) and Maine Youth Action Network (MYAN) at the Opportunity Alliance. MYAN provides training for youth and adults across the State. Cutler collaborates with partners throughout the nation and across the world to find sustainable practical solutions to critical societal issues. Cutler's YCE and Justice Policy Program (JPP) initiatives have a long history of providing opportunities for those who don't typically have a voice in decision-making to be heard and valued. USM has extensive partnerships with youth initiatives and has shown success in past initiatives, due to the expertise in this area, staffing capacity, and community partnerships USM is best positioned to meet the needs of the department and JJAG.

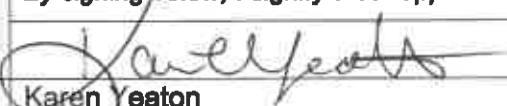
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The funding was allocated by the Juvenile Justice Advisory Board in support of the 3-year plans goal of obtaining and retaining youth members from 17-28 to serve on the board and work on the committees. The cost was negotiated between the JJAG and the University of Southern Maine and the department/JJAG deemed the cost to be fair and reasonable.

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

In the future when/if other providers emerge which are capable of providing this service, the Department will then seek competitive bids.

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>		
Printed Name:	 Karen Yeaton	Date:	06/21/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	6/21/2021