

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.

Department Office/Division/Program:		AOC, Maine Judicial Branch			
Department Contract Administrator or Grant Coordinator:		Caroline Jova, Family Division Manager			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 60,000		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	08/01/2021		Proposed End Date:	11/30/2021
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:		University of Southern Maine, Justice Policy Program Portland, Maine			
Brief Description of Goods/Services/Grant:		Expansion of "Place Matters" Project			

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

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 Maine Judicial Branch (MJB) receives federal funding from the Administration for Children and Families for our Court Improvement Program. These funds include an award for the collection and analysis of data that can be used to improve the safety, permanency, and well-being of children and families in child protective cases. Judicial officers have identified the need for data on the available resources to help families involved with the child welfare system or at risk of child welfare

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involvement as a top priority.

To this end, the MJB contracted with the Justice Policy Program at University of Southern Maine (USM) in August 2019 to expand USM's data project called "Place Matters." This contract followed the approval of a sole source procurement justification form (PJF) by the Division of Procurement Services (see Advantage CT / RQS #: 20191016*1308). The MJB submits this PJF to expand the Place Matters project again.

The Place Matters project aims to support the state of Maine and its communities in redesigning, implementing, and evaluating a community-based continuum of care for young people ages 14-24 and families at risk of becoming involved in the child protection system, through systems innovation, data resources, and community inclusion. The project focuses on evaluating the availability of resources that exist to serve these populations, as well as data and innovative practices in order to translate that information into community-based solutions that are both responsive to local needs and supplement existing assets so that all transition-aged young people in Maine thrive into adulthood. Recognizing the value of the project to Maine families and the utility of the information for judicial officers, the MJB contracted with USM in 2019 to map resources that serve the whole family at risk of becoming involved in child protective cases in Lincoln, Knox, Waldo, Sagadahoc, Piscataquis, Penobscot, and Hancock counties. This asset mapping included resources that address access to food, housing, and healthcare in certain priority counties in recognition that such access is often a barrier to reunification in child protection cases. As part of the contract, USM also provided a report that identified gaps in resources and made recommendations for investment.

The MJB would like to expand the scope of the Place Matters project to include the mapping of resources to cover Aroostook, Cumberland, Franklin, Kennebec, Oxford, Somerset, Washington, and York counties so that judicial officers in those counties have data on the available resources for families involved with the child welfare system or at risk of child welfare involvement. To be most useful to judicial officers, the MJB would like the data to be provided in an interactive online asset map, as well as in list form with the description of resources and contact information.

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

The Family Division is the only administrative unit within the MJB that has the subject matter expertise to compile and analyze data on available resources that serve families at risk of system involvement. However, the Family Division does not have the staffing capacity to undertake a project of this magnitude and still deliver on all other existing obligations.

Undertaking a county-specific asset mapping and analysis requires a significant amount of specialized training and time. By expanding USM's Place Matters project, the MJB would benefit from infrastructure and processes already in place to obtain the desired data, thereby saving time and money. In addition to the collaborative work happening in local communities, the Place Matters team has developed an effective approach to asset mapping and qualitative research which can be replicated statewide and deployed virtually or in-person. The development of this approach and tools has been the result of several projects, funded by a group of different funders. This expansion would focus on utilizing this unique approach and expanding the Place Matters research efforts in order to map assets in the remaining counties and complete an asset map for all of Maine. The team would build upon the previously built infrastructure and utilize the tools and technology to quickly and efficiently map the remaining assets for the state of Maine.

The Place Matters team at the Justice Policy Program includes a mix of researchers, policy advisors, data visualization experts, and directly impacted youth who collaborate to develop capacity for results-focused, data-informed solutions to social and justice policy issues in Maine. Jillian Foley is the principal investigator for Place Matters and has over a decade of research, evaluation, and strategic planning experience. Her expertise is in survey research and evaluation, as well as focus group and interview facilitation. Erica King is the co-principal for Place Matters and is a Senior Policy Associate and a leader in moving innovative programs forward to full implementation. She has designed and implemented successful initiatives impacting a variety of vulnerable populations, including adults and youth who are incarcerated, homeless, in foster care, refugees, underprivileged and/or impacted by mental illness, substance abuse, and developmental disabilities. Mara Sanchez is a Policy Associate who focuses on juvenile justice and criminal justice policy research, development, and evaluation. A former news and documentary producer, Mara received her Master of Policy, Planning, and Management degree from USM in 2017. Mara has been a key asset to and consistently high performer with the Justice Policy Program, contributing to several reports and research studies. Starsha Schiller is a research analyst with a master's degree in policy, planning, and management from the USM's Muskie School of Public Service. Becky Wurweg is a policy analyst and coordinates logistics and marketing activities, as well provides administrative support. In addition to the staff above, the Place Matters team is also supported by a variety research and financial support staff members who help with

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administrative tasks, budgeting, and contract management activities.

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

In 2019, the MJB contracted with USM to expand its Place Matters project to include Lincoln, Knox, Waldo, Sagadahoc, Piscataquis, Penobscot, and Hancock counties at \$80,000. The MJB submitted a sole source PJF for that project and the Division of Procurement Services determined that the negotiated costs and rates were fair and reasonable (see Advantage CT / RQS #: 20191016*1308)

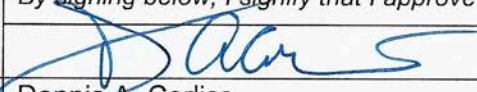
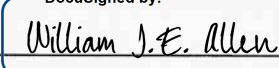
The negotiated costs for this expansion of Place Matters would apply similar cost rates that were previously found to be fair and reasonable. The scope of this expansion would include Aroostook, Cumberland, Franklin, Kennebec, Oxford, Somerset, Washington, and York. The Justice Policy Program estimates its budget for this expansion to be \$60,000 based on the following:

- Personnel: \$50,194.
 - Principal investigator, Jillian Foley, 20% (\$5,559)
 - Co-Principal investigator, Erica King 18% (\$7,951)
 - Policy Associate I, Mara Sanchez, 20% (\$5,204)
 - Research Analyst II, Starsha Schiller 20% (\$4,570)
 - Research Analyst, Casey Benner 30% (\$6,864)
 - Policy Analyst I, Rebecca Wurwarg 5% (\$1,062)
 - Project Assistant II, Sheryl Foster 5% (\$1,341)
 - Graduate Student wages (10 hours/week for 24 weeks, @\$15/hour) \$17,643
- Materials and Supplies: \$69
- LAN Fees: \$1,239
- University Cost Share (16.5%): \$8,498

Because this project would be expanding, rather than creating, a data collection project, the MJB would benefit from infrastructure and tools that have already been developed thanks to contributions from several different funders. The team would build upon the previously built infrastructure and utilize the tools and technology already in place to quickly and efficiently map the remaining assets for the state of Maine. Should any other organization undertake this project, it would need to dedicate more resources than the Justice Policy Program because it would need to build from scratch the processes and tools that USM already has available, including, for example, a geographic information system to organize the information on an interactive virtual map.

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

The MJB receives Court Improvement Program federal funds for data projects aimed at improving child protective outcomes every year and anticipates dedicating these funds to a variety of different data projects from year to year. The decision to request a waiver of competitive bidding for this proposed contract is based only on the recognition that expansion of an existing data project is the most cost effective and efficient way to obtain data on the resources available for families involved in child protective cases in different parts of the states as well as where there are gaps.

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Dennis A. Corliss	Date:	6/21/21
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	2D5B6E39F57E44A... william J.E. Allen	Date:	6/25/2021

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