



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:		Division of Juvenile Services	
Department Contract Administrator or Grant Coordinator:		Sonja Morse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 96,165.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2023
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, 34 Bedford Street PO Box 9300, Portland, ME, 04104-9300	
Brief Description of Goods/Services/Grant:		Diversion to Assets	

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.

PART III: SUPPLEMENTAL INFORMATION

The Department of Corrections has identified a large population of youth who are first-time offenders who need to be diverted to community supports and sanctions, rather than costly involvement with the courts and juvenile corrections. The DOC created the Diversion to Assets (D2A) pilot in 2008 through the existing Communities for Children and Youth (C4CY) initiative of the Governor’s Children’s Cabinet.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The purpose of the Diversion to Assets program is to divert youth away from involvement in sanctions using governmental resources. Rather, the purpose is to engage a wide range of local community partners and resources to redirect and support these youth. The specific contractor is the network of providers involved in Communities for Children and Youth—consisting of 30 local community coalitions throughout the State of Maine--that have identified themselves as partners with the Children’s Cabinet in the work of prevention and positive youth development. There is no other such network in Maine, and the local communities involved include many non-profit and local governmental agencies in their local C4CY collaboration. The collaboration is open to any provider joining to expand the work already being performed. An example is the Greater Waterville Communities for Children and Youth: this coalition supports D2A through their partnerships with the Kennebec Valley Community Action Agency, the Alfond Youth Center/YMCA, the South End Teen Center, the Waterville public schools, the Juvenile Community Corrections Officers and local law enforcement, particularly the school resource officers. It is essential that the Diversion to Assets program engage all of these partners in the delivery of this program because the purpose of the program is to connect the youth with natural community supports.

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

The cost of the program has remained consistent over the past 3 years at \$90,000, the provider is asking for an additional \$6,165 to conduct an evaluation of the program. The department and provider negotiated costs and the department found that this rate was fair and reasonable at \$96,165.00

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

It has been the Department’s vision to continue to provide resources to this important service. The Communities for Children Network is the only such network in the state, and has taken 15 years to develop, it would not be possible for another contractor to step in and provide the same level of expertise.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Dr. Ryan Thornell	Date:	5-25-22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B8E39F57E44A... William J.E. Allen	Date:	6/7/2022