



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:		DHHS/OCFS/Early Care and Education/Preschool Development Grant Christa Elwell / Christina DeRocher		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Patricia Wall		
(If applicable) Department Reference #:		CBH-23-5051		
Amount: (Contract/Amendment/Grant)		\$ 42,240.00	Advantage CT / RQS #:	CT 10A 20230503**3033
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date:	5/31/2025
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:		Heuristic Strategies, LLC Sacramento, CA		
Brief Description of Goods/Services/Grant:		Expert consultation and technical assistance to the interagency team developing and implementing the ECIDS Statewide.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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.

The Department of Health and Human Services, Office of Child and Family Services (OCFS) was recently awarded a three (3)-year Preschool Development Grant from the Administration of Children and Families at the US Department of Health and Human Services. One of the key initiatives in this grant is to establish an Early Childhood Integrated Data System (ECIDS) within three (3) years. To prepare and plan for an ECIDS, a team of staff from the Department of Health and Human Services, Department of Education, and the Governor's Office of Policy Innovation and the Future has worked over the last couple of years with Missy Coffey, an employee at Heuristic Strategies, to develop a roadmap to implementing an ECIDS in Maine to guide the State's work. In 2022, OCFS hired an Early Childhood Policy and Data Analyst who worked with Missy to develop a readiness assessment and a workplan for some of the initial steps of planning for an ECIDS. Missy Coffey has provided and will provide critical guidance to support the State in implementing an Early Childhood Integrated Data System. She is familiar with the history of data integration projects within the State, understands where the State is within the process, and the outstanding action steps the State still needs to take in order to implement ECIDS. Through this Agreement, she will provide regular technical assistance to guide this work and to on-board and develop workplans for two new staff positions funded through the Preschool Development Grant to implement the ECIDS. By providing direct technical assistance, Missy will ensure that the State takes the correct steps in piloting the integration of data, building a governance team, and implementing a system in three (3) years. Missy will share best practices from other states. Additionally, she shall assist the State to prepare for challenges and avoid pitfalls made by other states in their process of developing their integrated data systems.

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

Missy Coffey is the leading national expert in Early Childhood Integrated Data Systems (ECIDS). She specializes in using data from local, state, and federal agencies to inform decisions in early childhood. She has worked with states across the country on the implementation of their ECIDS. For the last two (2) years, she has been providing the State assistance in building out an official roadmap for this work, identifying gaps, and identifying opportunities. She has been able to guide the State's work in an effective, efficient way, and her guidance has been instrumental in helping the State to move the project forward.

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

The rate of \$220.00 per hour was negotiated by the Provider and the Department. Missy Coffey is a national consultant and expert. Her fee aligns with other national consultants like Elizabeth Bicio from National Early Childhood Systems (CBH-23-3015).

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

The Department does not plan to competitively bid this service in the future, as it will only be provided during the building of the ECIDS.

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

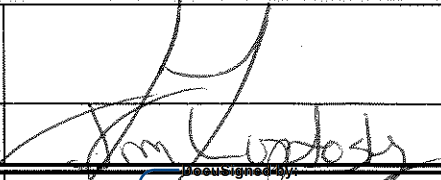
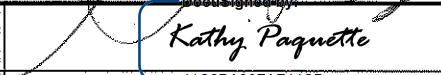
Does this request utilize ARPA/MJRP funds?

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:		Date:	15-Jun-23
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/27/2023