



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE PROCUREMENT SERVICES**  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OCFS	
Department Contract Administrator or Grant Coordinator:		Brienne Carrero	
(If applicable) Department Reference #:		CFS-25-620B	
Amount: (Contract/Amendment/Grant)	Amd B : \$ 1,224,748.00 Rev: \$ 2,424,496.00	Advantage CT / RQS #:	CT 10A 202407190000CFS25620
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	10/1/2025
	Previous End Date:	New End Date:	9/30/2026
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Spurwink Services Portland, ME 04103	
Brief Description of Goods/Services/Grant:		Assisting DHHS with Recruiting Resource Families for Youth in Foster Care, as well as assisting OCFS in increasing the number of recruited adoptions for children in DHHS custody without an identified permanent family.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 purpose of this Agreement is to provide a statewide recruitment program that will meet the needs of children currently in Foster Care, those expected to enter Foster Care, as well as those who are in need of an Adoptive and/or permanent family. Placements are needed for sibling groups, adolescents, children birth to age three (3), children with challenging behaviors or developmental disabilities, and children whose birth parents are actively engaged in the Reunification process. Adoptive placements are needed for Children in Care who are legally free for Adoption.

The Provider shall implement, track, and adjust an effective, statewide Diligent Recruitment program for Resource Families that are willing and able to provide safe and appropriate Foster Care Placement for Children and Youth in Care. The Provider shall implement, and adjust as needed, an Adoption program to assist OCFS in increasing the number of recruited Adoptions for Children in Care without an identified, permanent family.

The Foster and Resource Parent Adoption Recruitment services will assist OCFS in increasing the number of recruited adoptions for Youth in DHHS custody without an identified permanent family. OCFS currently serves approximately 150 Youth annually that are legally cleared for Adoption in Foster care without an identified permanent family. When Youth are in DHHS custody without an identified permanent family it results in them languishing in Foster Care longer than necessary or appropriate for their development.

This Agreement will assist DHHS in meeting the Strategic Plan Goal of increasing the number of Adoptions of Youth over nine (9) years old, sibling groups, and Youth in care for more than twenty-four (24) months. It will also assist DHHS in increasing the number of recruited Adoptions that occur within twelve (12) months of the Termination of Parental Rights order by the Court.

**This Amendment extends the contract for one year due to delays in the RFP and adds additional funding to support this extension. DCM approved a 1-year extension to 10/1/2026.**

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

The provider was competitively awarded through RFP 202102024.

Initial Start Date *	7/1/2021	Initial End Date *	9/30/2022
Renewal 1 Start Date	10/1/2022	Renewal 1 End Date	9/30/2024
Renewal 2 Start Date	10/1/2024	Renewal 2 End Date	9/30/2025

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

The rates for these Foster and Resource Parent Adoption Recruitment services align with the proposed and negotiated rates of Spurwink. The Department deems these rates as fair and reasonable for this contract.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Department has initiated RFP OCFS20247 to competitively procure these services for a 10/1/2026 contract start date.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

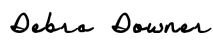
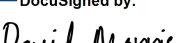
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	Apr-16-2025
Signature of DAFS Procurement Official:	DocuSigned by:  2A644AF5681F482...		
Typed Name:	David Morris	Date:	6/2/2025

NNOI 0620250514 06/02/2025 - 06/08/2025