



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:		Maine Department of Corrections/Long Creek Youth Development Center	
Department Contract Administrator or Grant Coordinator:		Jessica Gerrish	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,274.56	Advantage CT / RQS #:	03F 20241025*1077
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	<b>11/5/2024</b>	Effective Date:
	Previous End Date:	<b>8/31/2025</b>	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		The Telling Room, Portland ME	
Brief Description of Goods/Services/Grant:		Supplemental Language Arts education services for residents of Long Creek Youth Development Center	

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 checked="" 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	Residents of Long Creek often experience education disruptions and deficits that diminish their interest in attending English and Language Arts course in a traditional classroom setting. The Telling Room provides a unique and dynamic opportunity for residents to learn language arts in a creative, experiential setting that is student-centered and individualized. Residents who participate with the Telling Room create songs, poems, and stories that capture their experiences, feelings, and dreams in a way that residents find relevant. The Telling Room curriculum provides an added therapeutic value as residents process past experiences in a way that helps them heal past traumas and build hope for their futures. Students' engagement with the Telling Room will culminate in three performances where students present their songs, poetry, or other literary work to Long Creek staff and other residents in the AR Gould Learning Commons. The goals of the program are to enhance students' desire to learn, build rapport among students, provide students with a healthy creative outlet, and to acquire communication skills that will benefit students when they transition from Long Creek to future education and/or employment environments. Residents may choose to continue to participate in Telling Room programs in the community following their release from Long Creek. The Telling Room program will supplement and complement existing English/Language Arts curriculum provided at the AR Gould School.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The Telling Room is the only known local agency that provides literary arts education focused exclusively on young writers (ages 6 to 18) in a dynamic and interactive manner that helps youth build confidence, strengthen literacy skills, and provide opportunity for sharing creative expression with peers and adults. The staff at the Telling Room are particularly skilled at reaching youth who have faced challenges in traditional education settings. The Telling Room will offer weekly instruction to committed residents at Long Creek throughout three quarters of the academic year (November through July). The program will provide instruction on topics related to creative writing, allowing students to expand on creative works and music. Their ability to provide experiential, multi-media language arts instruction to youth ages 6-18 who have experienced education disruptions and deficits makes the Telling Room uniquely suited to provide this service to youth at Long Creek Youth Development Center. Additionally, the Telling Room provides services to school departments including those in Portland, Lewiston, and the Augusta/Central Maine area which allows residents to continue to work with the agency after leaving Long Creek and returning to their home schools.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The negotiated costs associated with this amendment are in addition to the regularly scheduled time listed in the original contract, in order to summer programming and continue to engage youth. The cost is consistent with the hourly rates in the contract and the department deems this fair and reasonable. The additional funds allocated or Federal Department of Education funds and are within the allowable used of funds.
4. Describe the plan for future competition for the goods or services.	Long Creek will continue to assess the availability of providers for these services and, should more providers become available, Long Creek will follow the required procurement processes to meet future contractual needs for these services.

**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):			
Typed Name:	Christine Thibeault, Assoc. Commissioner	Date:	6/18/2025
Signature of DAFS Procurement Official:			
Typed Name:	william J.E. Allen	Date:	6/24/2025

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