



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		
Department Contract Administrator or Grant Coordinator:		Sonja Charest		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 57,000.00	Advantage CT / RQS #:	20250218000000001927
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	6/30/2026
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:		Carleton project, P.O. Box 562, Houlton, ME, 04730		
Brief Description of Goods/Services/Grant:		Alternative Education Services		

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.

There is a need for youth residing in Aroostook, Piscataquis and Penobscot Counties who are moderate to high risk on the YLS/CMI and between the ages of 16-21 with a history of school failure, expulsion or are under court order to stay away from school in accessing alternative education services. Young people need a range of skills, both basic academic skills as well as the ability to apply these skills and knowledge in the workplace or other living situations.

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

The vendor has a long history working with Department of Juvenile services youth successfully in multiple sites within Region 3. This vendor can admit and provide educational services to any DJJ referred youth in their catchment when the youths sending school is not an option (due to suspension, expulsion, or court orders ruling the youth not to return). This vendor has the unique skill of accepting and providing both education as well as advocacy for the youth in returning to their sending school when feasible. The vendor has multiple sites scattered within Region 3.

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

The department and provider negotiated costs and found they were consistent with previous years. A full budget will be included with the contract submission. The department deems this fair and reasonable.

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

The addition of new alternative education program being constructed within the specific region—meeting or exceeding Department of Education requirements currently being attained by the Carleton Project is highly unlikely due to the strict DOE requirements for such programs. In the event an alternative education programs arises; the Department would use the RFP process to attain competitive bids.

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):	<div>DocuSigned by: <i>Christine Thibeault</i> 1EE8D729BD7F495...</div>		
Typed Name:	Christine Thibeault, Assoc. Commissioner	Date:	6/25/2025
Signature of DAFS Procurement Official:	<div>Signed by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...</div>		
Typed Name:	William J.E. Allen	Date:	6/27/2025

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