



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)		\$ 170,000.00	Advantage CT / RQS #:	20250218000000001926
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:		Alfond Youth & Community Center, 126 North Street, Waterville ME 04901		
Brief Description of Goods/Services/Grant:		Prevention & Intervention 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.

The Department is in need of a provider in the greater Waterville area that has the capacity to deliver recreation, prevention, intervention, and case management services for youth at-risk and youth involved in the juvenile justice system.

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

The Alford Youth & Community Center (AYCC) is a non-profit organization established in 1924 and has served nearly 9,000 members, 50+ communities and provides numerous programs for youth. AYCC can provide support services, case management, pro-social activities, year-round engagement, empowerment and goal setting, collaboration with Law Enforcement, restorative justice, and Alternative to Suspensions. This provider has the staffing capacity, location, policies and procedures established, community resources, expertise, and willingness to complete the needed services immediately.

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

The funding is increased from the first year of the contract due to originally being a pilot program. The pilot program was shown to be successful and increase in youth served and services are needed to keep up with the demand, therefore there was an increase in funding. The department deems this fair and reasonable. A full budget will be included with the contract submission.

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

If a provider arises with the level of experience, capacity, and success than an RFP will be issued.

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	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

NOI 0620250662 06/30/2025 - 07/06/2025