



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Early Care and Education		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Stephanie Wood		
(If applicable) Department Reference #:		ECE-26-619		
Agency Department Code:	10A	Advantage CT / RQS #:	202604070000ECE26619	
Amount: (Contract/Amendment/Grant)		\$250,000.00		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	12/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System dba University of Southern Maine, Portland, ME		
Brief Description of Goods/Services/Grant:		Quality Improvement Awards are a priority of F2026 federal Preschool Development Grant, delivered through the Professional Development Network's Training and Technical Assistance for Child Care.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 Professional Development Network (PDN) contract meets requirements outlined in the federal Child Care Development Fund Block Grant and Title 22 M.R.S.A §3732 by providing statewide training, technical assistance, consultation, career, and degree attainment opportunities for all early childhood professionals to provide safe, high quality, inclusive early childhood programs to Maine's children.

The Preschool Development Grant Birth through Five (PDG B-5) Systems-Building Grant is a grant available to states to support the coordination of early childhood services for children birth through age five (5). On 12/31/2025, Maine was awarded \$1.9 million for (1) year. The grant is a partnership between the Maine Department of Education (DOE), the Maine Department of Health and Human Services (DHHS), and the Governor's Children's Cabinet.

This PDG B-5 Systems-Building Award provides funding to help states and territories to:

- Develop a coherent, unified state ECE system that reconciles ECE policies, initiatives, and funding streams, including by integrating Head Start grantees.
- Create seamless early learning experiences for young children and their families.
- Efficiently and strategically layer federal, state, local, and nongovernmental resources for early care and education.
- Maximize family choice across the range of ECE program options to give working families more opportunities that match their needs and preferences.

This contract, with a start date retroactive to the F2026 PDG grant period, enables the Department to expand the opportunity for Quality Improvement Awards. Maine is investing PDG funds in Quality Improvement Awards (QIA) to support licensed child care programs to move up from Star 2 to Star 3 in the Rising Stars for ME, the state's quality rating and improvement system. Moving up to a Star 3 supports family access to quality early care and education, and the ability for child care programs to partner with school districts in Maine for the delivery and coordination of services. The PDN delivered these QIA with related resources and support in 2024 and 2025. The success of that initiative resulted in this activity as a core priority of the 2026 Preschool Development Grant.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This Provider was competitively awarded the contract for Professional Development Network Services for child care through RFP 201702020, the procurement period ended on 9/30/2022.

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

The costs and rates were considered fair, reasonable, and the best value for the Department. The costs for the Preschool Development Grant (PDG) work were negotiated with the provider. Those costs were reviewed by OCFS, DOE, and GOPIF project leadership and determined to be fair and reasonable.

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

PART III: SUPPLEMENTAL INFORMATION

The Department has initiated an RFP (OCFS20213) to competitively procure these services with an anticipated 1/1/2027 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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date: 29-May-26

2. Additional signature required **ONLY** if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:

Kathy Blais

41C2BA36FAF44CD...

Typed Name:

kathy blais

Date:

6/2/2026