



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/OCFS Megan Swanson / Dondi Dexter		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Patricia Wall		
(If applicable) Department Reference #:		CBH-24-9200		
Amount: (Contract/Amendment/Grant)		Original: \$ 75,000.00	Advantage CT / RQS #:	CT 10A 20230531 ** 3466
CONTRACT	Proposed Start Date:	07/01/2023	Proposed End Date:	06/30/2024
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:		KVCAP/Educare Waterville, ME		
Brief Description of Goods/Services/Grant:		Technical assistance and consultation on program structure, and evaluation needs related to demonstration model experience for successful instillation of First4ME Early Care and Education program		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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 Provider shall conduct programming technical assistance prior to sites being operational and support the refinement of a core framework in order to develop a program that benefits from the key learnings derived from the demonstration model. The Provider will aid in resources directly related to mapping out the process of identifying existing resources, agencies, partners, services, activities, and initiatives that align with First4ME core objectives to support each pilot site in their individual process. In addition, the Provider will conduct technical assistance to develop initial programming model as directed by Sec. 1 MRSA c. 1064 'An Act to Support Children's Healthy Development and School Success'. The Provider will orchestrate observation opportunities of Elevate Maine including site visit of existing settings from the demonstration model, provide reports or recommendations from initial program review, connection with key stakeholders from demonstration model for startup programming support. The Provider will assist the Department in planning the First4ME installation and determining the sequence of implementation and key elements that should be prioritized. Lastly, the Provider will participate in ongoing technical assistance and consultation once sites are operational for the first six (6) months including planning and coordination of tools, projects, and activities to ensure success start up with knowledge and learning from the demonstration model key components for success.

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

KVCAP/Educare was the founder of demonstration model of Elevate Maine, a unique rural childcare partnership to which First4ME was mirrored after. Several key components from LD1712 mirror the work done by KVCAP/Educare in this demonstration model. They have specific knowledge and consultation expertise to support the Department's efforts to create a framework that is both progressive and needs responsive.

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

Funding was allocated for a twelve (12) month technical assistance contract and consultation effort from current resources of a unique subset of knowledge and experiences related to the demonstration model, intellectual property, its entities and staff resources for weekly and on demand requests.

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

The pilot sites will be operational as of January 2023. July 2022 to late fall the technical assistance efforts are focused on structure and programming in order to have sites apply. January 2023 to June 2024 KVCAP/Educare's technical assistance will support the training and framing for key stakeholders, program operations and initial evaluator foundations.

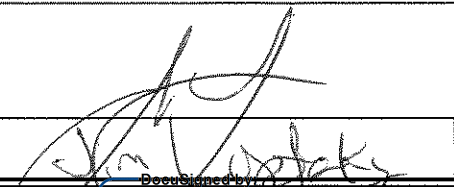

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	15-Jan-23
Signature of DAFS Procurement Official:	 <small>Resubmitted by:</small> Kathy Paquette		
Typed Name:	Kathy Paquette	Date:	7/13/2023