



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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		OCFS/Child Welfare	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell	
(If applicable) Department Reference #:		CFS-23-613D	
Amount: (Contract/Amendment/Grant)	Amend D: \$150,000.00 Revised: \$4,952,824.00	Advantage CT / RQS #:	CT 10A 20220902000000000683
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	10/1/2022	Effective Date:
	Previous End Date:	12/31/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Adoptive and Foster Families of Maine Inc. (AFFM) Bangor, Maine	
Brief Description of Goods/Services/Grant:		Resource Family Support Services and Kinship Navigator Program - Provides support for Adoptive, Foster and Kinship Families	

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.

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.

Adoptive & Foster Families of Maine, Inc. (AFFM) currently holds the contract for Resource Family Support Services. The purpose of the contract is to provide support services which assist Resource Parents in their role of caregivers for Youth placed in their homes by the Department. Resource Family support services enhance caregivers' skills in their role as Resource Parents and supports Resource Parents' increased understanding of the role shared with the Department in promoting timely Permanency outcomes (including Reunification) for Youth in Care.

The Kinship Navigator Program goes hand-in-hand with Resource Family support services and builds on it. The Kinship Navigator Program educates the general public through collaboration with school systems, medical facilities, courts, police departments and other community programs. The program provides Resource Guides with an extensive list of resources and supports for families to utilize and to better prepare them for being Kinship Families and also provides a Kinship Family-specific respite program.

AFFM is currently providing Resource Family Support Services to foster parents and kinship families, which includes formal kinship placements and informal caregivers. The additional kinship navigator services are funded using the Federal Kinship Navigator Grant.

This Amendment adds Contingency funding to cover 01/01/2025 through 09/30/2025. These contingency funds are intended to temporarily bridge the needs for of families in order to prevent removal or the need for additional child welfare intervention strategies. These funds were added as a result of LD1995.

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

AFFM has been providing this service for many years as the awarded bidder from RFP#201412879 and from RFP#201608158.

Maine/OCFS has been participating in a cross-site collaborative consisting of four states: Maine, Montana, Vermont, and Wyoming, led by Generations United, Casey Family Program, and The University of Washington. The purpose of the collaborative is to develop an evidence-based kinship navigator program for the Families First clearinghouse, enabling states to claim federal IV-E funds.

Preparation meetings for the collaborative began in April 2021, and the work officially started in June 2021. The current provider, AFFM has done the required groundwork, and staff have been hired. Full implementation in Maine begins in February 2022. AFFM has a relationship with the University of Maine, Center on Aging to collect and analyze the data.

Data and findings from the collaborative will be sent to the IV-E Clearinghouse by the end of 2023 for review and rating for including in Family First Prevention Services.

Maine/OCFS' continued participation in this initiative is critical to the success of the evaluation, and will contribute greatly to the research about an evidence-based kinship navigator program. Changing the provider of the Kinship Navigator Program services so one other than the current

PART III: SUPPLEMENTAL INFORMATION

Provider of these service, AFFM, would result in Maine's withdrawal in participation of the Collaborative.

This contract extends the agreement with AFFM beyond the typical RFP/competitive procurement timeframe to allow for Maine's/Office of Child and Family Services' continued participation in the Kinship Navigator collaboration as described above.

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

The costs in this agreement are the same as in previous contracts since RFP #201608158 was awarded.

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

The Department has initiated RFP 202503031 for both Resource Family Support Services and the Kinship Navigator Program Services with a contract start date of 10/1/2025.

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.

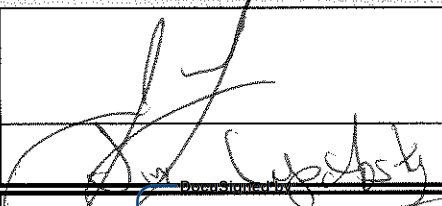
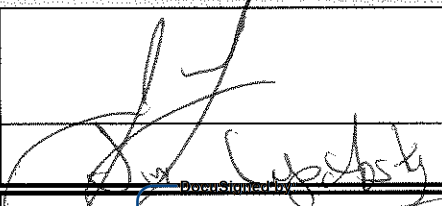
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:		Date:	17 Apr 25
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	7/2/2025