



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 #:				
Amount: (Contract/Amendment/Grant)		\$218,000.00	Advantage CT / RQS #:	20250317000000002118
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:		Preble Street Teen Services, 38 Preble Street, Portland ME 04101		
Brief Description of Goods/Services/Grant:		Housing Support		

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 housing support for youth reentering the community following secure confinement or youth who are involved with the juvenile justice system, in Juvenile Region 1. MDOC is looking for a provider that has a master leasing, scattered site apartment setting with intensive case management services to support the justice involved youth, in Juvenile Region 1.

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

Preble Street was established in 1996 to provide low-barrier day shelter and services to youth experiencing homelessness in a setting separate from adults. In the ensuing 25 years, Teen Services has grown to include the largest licensed youth shelter in the state, an outreach program, and a transitional living program. Preble Street Teen Center and Teen Shelter are located directly across the street from each other and collectively provide 24 hour/365-day services for YYA experiencing homelessness. Additionally, PSTS runs a scattered-site Transitional Living Program, First Place, that provides master leasing, tiered rental reimbursement, and intensive case management for youth exiting homelessness. Preble Street has the experience, expertise, and capacity to carry out the needs of the department and is the only provider located in juvenile region 1, that is willing to take justice involved youth, that provides a master leasing/scattered site apartment setting with intensive case management.

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

In order to support current full capacity staffing plan, budgeted expenses, and to continue to run the program as is, Preble Street is in need of the current cost of \$218,000.00 for FY26. This is consistent with the provider completing the same service in Juvenile Region 2. 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.

At this time, Preble Street is the only provider that serves mastering leasing with juvenile youth in region one. In the future, when/if other providers emerge which are capable of providing this service, the Department will then seek 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> 1EE8D728BD7F495...</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:	7/21/2025

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