



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 \$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:		Nicole Mitchell	
(If applicable) Department Reference #:		CFS-24-618C	
Agency Department Code:	10A	Advantage CT / RQS #:	CT 20240212000000002211
Amount: (Contract/Amendment/Grant)		Amend C: \$ 2,187,107.00 Revised: \$15,158,020.00	
CONTRACT	Proposed/Original Start Date:	1/1/2024	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 12/31/2026
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:		Professional Development Training and Technical Assistance for Early Care and Education	

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: RFP Extended

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, and credential attainment opportunities for all early childhood professionals to provide safe, high quality, inclusive early childhood programs to Maine's children.

The State's PDN shall increase knowledge and skills of all early care and education professionals in the State including Child Care Centers, Family Child Care Providers (FCC), Head Start programs, School-age Child Care Programs, and license exempt programs. The PDN contains the system evaluation and delivery of services for early care and education professionals and programs, including training and technical assistance.

A subsequent amendment through 6/30/2026 separated and removed the technology scope of work from this contract, in compliance with the request from the State Procurement Review Committee and MaineIT that those be put into a new technology contract.

Due to delays in the RFP, this amendment extends the end date to align with the start date for the contract that will result from RFP OCFS20213.

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.

The Provider was competitively awarded through RFP 201702020; the procurement period ended on 9/30/2022.

In the previous contract, CFS-22-618, the Department was approved for an additional three-month extension of Renewal Period #2 (originally ending on 6/30/2022 bringing it to 9/30/2022), to allow the contracts resulting from the upcoming RFP to align with the Federal Fiscal Year, starting on 10/1/2022. It was then extended for an additional twelve (12) months to add ARPA Discretionary funds to stabilize childcare services through enhancing incentives and support. Without this extension, there would not have been sufficient time to complete an RFP process, negotiate a contract, and allow the Provider adequate time to use the funding before it expired on 9/30/2023.

In June 2023, OCFS submitted a written request to delay RFP OCFS20213 for Professional Development Network (PDN) Services to continue Maine's commitment to strengthening our early childhood system and to foster the strong cross-agency work of the Department of Health and Human Services, Department of Education, and the Children's Cabinet outlined in the PDG B-5 grant. On 7/5/2023, DCM advised that OCFS could renew the contract through the requested 12/31/2025 date.

A subsequent amendment extended the contract six months to enable the parties to comply with the request from the State Procurement Review Committee and MaineIT to separate and remove the technology scope of work from this agreement and establish a new contract for those technology services. That Amendment B added funds to support training and technical assistance through 6/30/2026.

PART III: SUPPLEMENTAL INFORMATION

Due to delays in late stage approvals of the RFP, this Amendment C extends the contract by six months, to 12/31/2026, to align with the start date that will result from RFP OCFS20213.

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

As part of the RFP scoring process there was a comparison of the costs and rates of the submitted bids. The costs and rates of this vendor were considered fair and 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.

The Department intends to competitively procure these services with pending RFP (OCFS20213) and an anticipated new contract start date of 1/1/2027.

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.

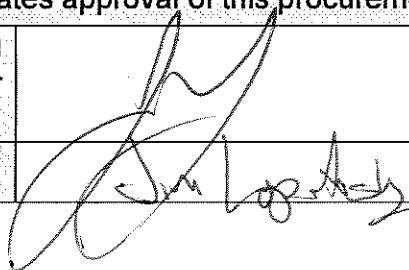
PART VI: APPROVALS

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:

21-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:  2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	7/8/2026

NOI 0720260506 7/8/2026 - 7/14/2026