



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:		Corrections / Juvenile Justice Advisory Group	
Department Contract Administrator or Grant Coordinator:		Linda Barry Potter	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 50,000.00	Advantage CT / RQS #:	CT 03A 20230809*0300
CONTRACT	Proposed Start Date:	8/31/2023	Proposed End Date: 8/31/2024
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:		University of Southern Maine PO BOX 9300 Portland ME 04104-9300	
Brief Description of Goods/Services/Grant:		To support the Young People's Caucus and support young leaders in offering up changes to systems, policies, and laws.	

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 Juvenile Justice Advisory Group (JJAG) through the Maine Department of Corrections (MDOC) is in need of youth voice and engagement across all areas of the juvenile justice system. JJAG needs to provide a network of support for youth leaders to explore, investigate, and process issues using their lived expertise, and to empower this network to co-create recommendations for policy and practice that can potentially impact not only their lives, but lives of youth, families, and communities across the state of Maine.

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

The University of Southern Maine (USM) has been working with the JJAG on this project since 2020. Due to USM's experience in consultation, resource development, quality improvement, and youth initiatives. The Young People's Caucus (YPC) is an initiative of the Youth and Community Engagement Team at the Cutler Institute, the research arm of the Muskie School of Public Service at USM. YPC is a partnership between Youth and Community Engagement (YEC) and Maine Youth Action Network (MYAN) at the Opportunity Alliance. MYAN provides training for youth and adults across the State. Cutler collaborates with partners throughout the nation and across the world to find sustainable practical solutions to critical societal issues. Cutler's YCE and Justice Policy Program (JPP) initiatives have a long history of providing opportunities for those who don't typically have a voice in decision-making to be heard and valued. USM has extensive partnerships with youth initiatives and has shown success in past initiatives, due to the expertise in this area, staffing capacity, and community partnerships USM is best positioned to meet the needs of the department and JJAG.

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

The funding was allocated by the Juvenile Justice Advisory Board in support of the 3-year plans goal of obtaining and retaining youth members from 17-28 to serve on the board and work on the committees. The cost was negotiated between the JJAG and the University of Southern Maine and the department/JJAG deemed the cost to be fair and reasonable. Funding codes 013 03A 3023 01 4099 21MCTP

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

In the future when/if other providers emerge we are capable of providing this service, JJAG will then seek competitive bids.

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


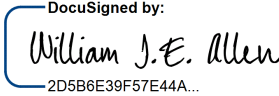
Does this request utilize ARPA/MJRP funds?

Yes – 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):	DocuSigned by:  Christine Thibeault		
Typed Name:	Christine Thibeault, Associate Commissioner	Date:	8/11/2023
Signature of DAFS Procurement Official:	DocuSigned by:  William J.E. Allen <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	8/31/2023

NOI 0820230964 08/31/2023 - 09/06/2023