



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:		OCFS/Early Care and Education (ECE)/Preschool Development Grant (PDG)		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Stacy Martin		
(If applicable) Department Reference #:		CBH-24-5052A		
Amount: (Contract/Amendment/Grant)	Original: \$490,000.00 Amend A: \$400,000.00 Revised: \$890,000.00	Advantage CT / RQS #:	CT 10A 20230906*634	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2023	Effective Date:	1/1/2024
	Previous End Date:	12/31/2024	New End Date:	6/30/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Northern Illinois University Dekalb, IL		
Brief Description of Goods/Services/Grant:		PDG Strategic Plan and Maine-specific child-care cost model to include public Pre-K.		

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.

The Preschool Development Grant Birth Through Five (PDG-B5) is a grant available to states to support early childhood services for children birth through age five (5). There are two (2) types of PDG-B5 grants: *Initial grants* support states in conducting a comprehensive statewide birth through five (5) Needs Assessment followed by in depth strategic planning; and *renewal grants* provide funds to states to carry out the activities in their Strategic Plan. Maine was awarded \$8 million per year for three (3) years, through the Preschool Development Grant Renewal (PDG-R). The grant is a partnership between the Department of Health and Human Services (DHHS), the Department of Education (DOE), and the Governor's Children's Cabinet. The PDG-R requires that states use a portion of the funding to evaluate the PDG-R funded projects that were implemented by the Department.

The Provider is to facilitate the creation of a Maine-specific cost modeling tool, similar to the one built in Massachusetts, to include child-care and public Pre-K. The provider will organize and engage stakeholders in the development of the tool and assist with the implementation and use of the tool after development based on their experience deploying the tool in Massachusetts. The provider will work with the department to develop a strategic plan to include funding recommendations that meet the requirements in LD 1726 and the requirement of the grant to develop a strategic plan. The strategic plan will be built upon the Needs Assessment and the cost modeling tool.

The purpose of this Amendment is to add Part II Budget initiative funding, extend the contract end date to 6/30/2025, and add scope of work for the provider to support the Department in completing fiscal mapping for future investments in the child-care system and to evaluate our current investments and core strategies. The Provider is supporting the Department in creating a phased implementation plan with benchmarks for limiting childcare costs, by 2030, to no more than 7% of a family's income for a family earning up to 250% of the median family income in the State as required by LD 1726. The implementation plan must focus on children and families that are the furthest from opportunity, as determined by family income, and must include recommended targeted supports for providers serving children who are underserved and must emphasize greater racial equity.

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

CELFE has been supporting the Department in creating a cost modeling tool for the child care sector in Maine. The Provider has been working with the Department and Department of Education on this project and is prepared to support us in completing this project with additional time and funding, including fiscal mapping and evaluating current investment strategies in Maine's early care and education system.

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

The costs are considered fair and reasonable based on the breadth of the review to be conducted and the work to develop the model and provide program evaluation in comparison to a similar contract with Public Consulting Group (formerly Hornby Zeller Associates) whose fees were \$347,749 to develop the Child Welfare Workload Analytic Tool which models staffing need.

**PART III: SUPPLEMENTAL INFORMATION**

4. Describe the plan for future competition for the goods or services.  
 The Department does not intend to RFP these services.

**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**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	1-11-24
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	8/2/2024