



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:	Health and Human Services, Commissioner's Office – Refugee Resettlement Services/Joy Gould			
Department Contract Administrator or Grant Coordinator:	Jennifer Levesqu/ Stephanie Wood			
(If applicable) Department Reference #:	COM-27-0526			
Agency Department Code:	10A	Advantage CT / RQS #:	20260520000COM270526	
Amount: (Contract/Amendment/Grant)	\$90,296.00			
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	9/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Catholic Charities Maine 420 Cumberland Avenue, Portland Maine 04101			
Brief Description of Goods/Services/Grant:	Administration of Refugee Support Services to Office of Refugee Resettlement-eligible populations.			

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

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.

Refugee Support Services funds are to help ORR-eligible populations become economically self-sufficient as quickly as possible. These services prioritize employment & employability services and English language proficiency, with additional services available health services, education and professional development, and legal assistance. This vendor will administer through sub-contracts ORR services to eligible populations.

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.

Fed determined a transition of Federal Fiscal Year 2026 Refugee Resettlement Program from Replacement Designees to States, if States elect to continue a Refugee Resettlement Services program. Maine is taking a hybrid approach and using the established Replacement Designee vendor and their network to maintain Refugee Support Services through FFY 2026. Funds issued by the fed for FFY 2026 have a 2-year spend period. Vendor operates Refugee Resettlement Programs in all 50 states.

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

Vendor conducted procurement processes to select subcontractors that provide Refugee Support Services. Refugee Support Services funding is determined by formula and allocated by the fed in whole to States or their Replacement Designee for a federal fiscal year.

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

Plan is for competitive procurement for FFY 2027 funded services with a 10/1/2027 contract start date

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

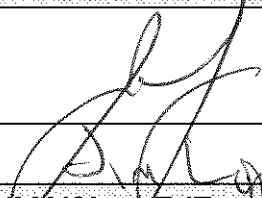
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ 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:	2 Jun 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:  41C2BA36FAF44CD...		
Typed Name:	Kathy Blais	Date:	8/3/2026