



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:		Shawn Belanger	
(If applicable) Department Reference #:		ECE-26-9008A	
Agency Department Code:	10A	Advantage CT / RQS #:	20250702000ECE269008
Amount: (Contract/Amendment/Grant)	Original: \$578,937.00 Amend A: \$586,246.00 Revised: \$1,165,183.00		
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 6/30/2027
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:		Database systems and website management for the Professional Development Network (PDN) for Child Care.	

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.

The purpose of this Agreement is to provide information management and technology support services for the Department's Office of Child and Family Services (OCFS) Professional Development Network (PDN) for Child Care. These services include support for the State of Maine's Quality Rating and Improvement System (QRIS), early care and education workforce Registry, and Child Care consumer education website.

This Agreement is part of a broader contractual relationship with the Provider and reflects the Department's commitment to separating technology services from programmatic services.

This Professional Development Network programmatic 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 and credentialing for all early childhood professionals to provide safe, high quality, inclusive early childhood programs to Maine's children. This contract supports the management of a public facing website used by parents and the public to locate child care, a Quality Rating and Improvement System (QRIS) database of child care programs' attainment of quality standards, and a database that produces data on the workforce needed for annual federal reporting.

Staff at the OCFS are responsible for operating the Child Care Development Block Grant which includes the Child Care Affordability Program, Maine Roads to Quality Professional Development Network, the Quality Rating and Improvement System, and licensing and background checks for childcare providers.

In addition, OCFS staff, in partnership with DHHS' Chief Health Officer, oversees social and emotional behavioral health services for young children and their families. Lastly, DHHS operates most programming for vulnerable young children including TANF, child welfare, maternal and child health, home visiting services, public health nursing and Medicaid.

Amendment A extends the Agreement for an additional twelve-month period through 6/30/2027 and provides additional funding to support the continuation of services during this extension period.

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 this contract through RFP 201702020, with a planned end on 6/30/2022. However, the Department was approved to extend CFS-22-618 Renewal Period #2 by three months, through 9/30/2022, to allow the contracts resulting from the upcoming RFP to align with the Federal Fiscal Year, starting on 10/01/2022. CFS-22-618 was further extended by twelve (12) months to add ARPA Discretionary funds to stabilize childcare services through enhancing incentives and support. Without that 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. A subsequent amendment extended the PDN services for three additional months, to 12/31/2023, and added three months of newly awarded Preschool

PART III: SUPPLEMENTAL INFORMATION

Development Grant (PDG) funding and deliverables for early childhood services for children birth through age five (5).

In July 2023, the Department received approval from DAFS to delay RFP OCFS20213, Professional Development Network (PDN) Services, for 38 months to ensure the Department's continued participation in the Preschool Development B-5 Renewal Grant (PDG), awarded to DHHS on 12/30/2022. Simultaneously, DAFS approved continuation of the PDN contract with the Provider through 12/31/2025 since many of the projects outlined in the grant, particularly those related to workforce development, training, and improving quality child care, could only be carried out by Maine's PDN. The Provider designed the PDN in partnership with the Department under a Cooperative Agreement; implementing any of these PDG B-5 strategies through an RFP process would not be timely and would jeopardize Maine's ability to receive future grant dollars.

An amendment to the Department's renewal contract for Professional Development Network (PDN) Services (CFS-24-618B) removed the PDN-related technology services, associated staffing, and funding. These services and funds were incorporated into a separate technology services agreement, ECE-26-9008.

Both agreements, for PDN services and for PDN-related technology services, were scheduled to end on 6/30/2026, to be competitively procured through separate Request for Proposal (RFP) processes. However, delays in the RFP process necessitated an extension of contract CFS-24-618 (Amendment B) through 12/31/2026.

To ensure continuity of technology services supporting the PDN, Amendment A extends contract ECE-26-9008 for an additional twelve-month period, from 7/1/2026 through 6/30/2027, and provides the funding necessary to continue these services during the extension period.

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 at that time. The costs are considered fair and reasonable, still, since the PDN-related information technology services and costs in this new contract were bifurcated from the existing contract CFS-24-618. Costs for this amendment are in line with costs included in the original agreement.

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

The Department intends to competitively procure these services through pending RFP (OCFS20265) with an anticipated new contract start date of 7/1/2027.

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.

Procurement Justification Form (PJF)

☒ 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:

2-21-26

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:

DocuSigned by:

Nancy Tan

Typed Name:

Nancy Tan, Director of IT Procurement

Date:

7/10/2026