

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		DHHS/ Office of Child and Family Services			
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Shawn Belanger			
(If applicable) Department Reference #:		CFS-21-8317			
Amount: (Contract/Amendment/Grant)		\$ 113,158		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	7/1/2020		Proposed End Date:	6/30/2021
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:		Penquis, CAP, Inc., Bangor, Maine			
Brief Description of Goods/Services/Grant:		Outreach services for Youth experiencing Homelessness/Youth at risk of becoming Homeless Youth/Runaways			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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### PART III: SUPPLEMENTAL INFORMATION

This service provides Outreach to Homeless Youth/Youth at Risk of becoming Homeless Youth/Runaways, and their families who are not receiving services or basic needs supports. The purpose of this Outreach is to inform individuals of resources, provide temporary safe places to reside, re-establish relationships with families and/or communities, access local resources or Systems of Care, and obtain or develop skills needed for independent adulthood.

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The current Provider was selected through a competitive bidding process in RFP 210205315. The current Provider was selected through a competitive bidding process in RFP 210205315. RFP #201610194 was published, which included these services, yet failed to result in awarded contracts due to the cancellation of the RFP. RFP #2107023, currently in DCM review, has been delayed, per the Commissioner's office, due to multiple concerns from the current providers regarding the timeline for the proposals due, given the current direct service response related to COVID-19. DCM has approved an extension to 7/1/2021 for the current service group contracts to allow for uninterrupted service delivery during the COVID-19 emergency.



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

The rates were negotiated through the RFP 201205315. The funding has increased by 10% over time, due to increased service delivery from 2013 to present.

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

This service will be incorporated into the Youth Homelessness Continuum of Care RFP with a contract start of date of 7/1/21.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	DocuSigned by: 		
<b>Printed Name:</b>	Jill Lopatovsky	<b>Date:</b>	7/10/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	9/3/2020