

## 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:		Maine Department of Corrections	
Department Contract Administrator or Grant Coordinator:		Sonja Morse	
(if applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,069	Advantage CT / RQS #:	CT 03A 20191119000000001607
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	8/30/2021
	Previous End Date:	New End Date:	9/30/2022
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Southern Maine (USM) Muskie School of Public Service (MSPS), Bedford St, Portland, ME 04101	
Brief Description of Goods/Services/Grant:		Subrecipient of Federal Grant	

### 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
X	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. 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.**

The Maine Department of Corrections (MDOC) was awarded a federal grant that requires evaluations, assessment, consultations and submission of specific documentation. MDOC is in need of expansion of educational opportunities and support for previously justice involved youth. MDOC determined that the services are critical and essential to the agency responsibilities and operations, due to the need for ongoing program evaluations, assessments, qualitative analysis, assessment of performance measures, and informed decision making through evidenced based practices. MDOC had unused indirect costs which resulted in the ability to

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### PART III: SUPPLEMENTAL INFORMATION

move indirect costs into the procurement contract.

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

USM is the current subrecipient under this grant. MDOC does not have the resources, expertise, experience, or personnel to conduct the assessments and evaluations. Submitting adequate ongoing assessments and evaluations throughout the award years is critical in the agency's responsibilities within the federal grant. MDOC does not have the resources or programs to support post-secondary educational opportunities. MDOC concluded that MDOC and statewide resources do not have capacity of staffing, resources, expertise to meet the needs of ongoing evaluations, assessments, qualitative analysis, and assessment of performance measures. USM MSPS staff have experts and experience in area of need for MDOC. MDOC is unable to provide this level of technical assistance, consulting, and assessments and evaluations to meet the needs of the grant.

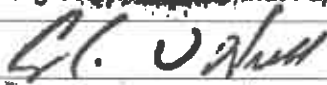
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

MDOC had unused indirect costs which resulted in the ability to move indirect costs into the procurement contract. The unused funds across the three-year federal grant consisted of \$50, 069 for the procurement contract. The Department considers to be fair and reasonable, for the addition of funds.

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

The federal grant is contracted for three years.

### 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>		
			
<b>Printed Name:</b>	Colin O'Neill	<b>Date:</b>	8-23-2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> william J.E. Allen	<b>Date:</b>	8/30/2021