



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		DOE/Maine School Safety Center/Restorative Practices Training			
Department Contract Administrator or Grant Coordinator:		Stacey Barlow			
(If applicable) Department Reference #:		n/a			
Amount: (Contract/Amendment/Grant)		\$	Advantage CT #:	CT 05A 20230705*0018	
75,000.00					
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date:	9/30/2024	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:	2/17/2023	Grant Start Date:	2/17/2023	
	Project End Date:	9/30/2024	Grant End Date:	9/30/2024	
Vendor/Provider/Grantee Name, City, State:		Restorative Justice Education; Ft. Collins, CO 80527			
Brief Description of Goods/Services/Grant:		Restorative Justice Education will provide Restorative Practices Training to our MSSC implementation team, access in perpetuity to all curriculum components and technical support as needed throughout the duration of this contract.			

### 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 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 MSSC proposes the development of a multi-tiered Restorative Practices curriculum that will offer training and technical support at no cost to Maine schools. The intention of this program is to improve school culture, overcome learning loss, reduce staff turnover, and facilitate connection to the greater community, with the overarching goal of reducing school violence, exclusionary discipline, and law enforcement referrals. Restorative Practices promote victim centered, meaningful accountability for wrongdoing, encouraging emotional growth, and repairing harm to individuals as well as the community in the most cost-effective format. It is our belief that this proposed program will allow us that allow this comprehensive training curriculum to be delivered to a wide audience as quickly and efficiently as possible.

The Maine School Safety Center (MSSC) has received requests for Restorative Practices training from over 170 schools in the past year. In order to offer quality, comprehensive training in the most expedient manner, we will offer a foundational, all school staff hybrid course, combining 8-10 asynchronous 45–60-minute eLearning modules, which will be accessible through Eastern Maine Community College's eLearning platform, as well as 2-3 in-person 2-4 hour learning components offered by our Restorative Practices coaches, who will be trained in the philosophy and program expectations of the MSSC. Additionally, our coaching team will train a select group of school staff members in each school in Restorative Behavioral Response and re-entry methods using an advanced hybrid curriculum, which will require additional time beyond the whole staff training.

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

The MSSC believes that it is imperative that any Restorative response offered in our schools for serious infractions that have the potential for criminal justice (CJ) system involvement be victim-centered and implemented with a full understanding of legal expectations and in cooperation with law enforcement. While our intention is diversion from the CJ system, Restorative Practices must always keep the rights of the victim and the person who caused harm at the center of the response.

After researching and speaking with Restorative Justice/Restorative Practices (RJ/RP) organizations throughout Maine and the United States, we found that Restorative Justice Education (RJE) of Ft. Collins, Colorado has by far the most comprehensive training curriculum available for schools, while being philosophically aligned with MSSC RP recommended best practices.

Restorative Justice Education (RJE) provides a unique Culture of Care professional development training encompasses all of the following and is the Sole Source Provider of the Intro to Culture of Care training program/curriculum:

1. Culture of Care training curriculum/program is research and evidence based (i.e., Dr. Tom Cavanagh, RJE Research Director, has published several peer reviewed academic articles examining the efficacy of

**PART III: SUPPLEMENTAL INFORMATION**

implementing a Culture of Care based on Restorative Justice Principles and Practices and Culturally Appropriate Relationships over the last 10 years).

2. Focuses on the needs of education in schools rather than applying Restorative Justice used in the legal system.
3. Includes the continuum of proactive and reactive restorative practices.
4. Emphasizes the need to change the mindset from a focus of curriculum delivery to a focus on relationships and equitable learning environments.
5. Emphasizes that in order to meet the equity needs of schools (to address the disparities in discipline), schools must implement a Culture of Care based on Restorative Justice Principles and Practices, as well as culturally responsive relationships and interactions.
6. Participants who complete the entire 16 module Professional Development training will receive a Certificate of Completion as a Certified Specialist.
7. Culture of Care training resources and curriculum (via online and printed) are only available through Restorative Justice Education (RJE).

RJE has agreed to allow the MSSC RP Program to utilize RJE's curriculum and online modules, which will be branded with the MSSC logo, in perpetuity upon completed training of our coaches. The application of these thoughtful and engaging modules to our RP training curriculum will allow us to begin our program much sooner than originally anticipated and will save us significant amounts of money on web-based design services. RJE will also serve as consultant support for our coaches until September 2024.

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

The MSSC sought to offer the most comprehensive training available for whole school staffs, in the most efficient, cost-effective method with the intention of supporting schools in developing a self-sustaining program, run by school staff that meets the needs of each community.

There are non-profit agencies throughout Maine and the US that offer Restorative Practices Trainings that do not fit our requirements for the following reasons:

- They are not philosophically aligned with the MSSC recommended best practice of legally protecting both victim and harmer in cases that intersect schools with the CJ system.
- The training is not efficient, lasting over 8 months for basic certification.
- Trainings are not cost effective, charging on average upwards of \$25,000 per year, per school or \$980 per person for individual training on average.
- Maine based agencies provide fewer hours and less comprehensive training than will be offered by the training collaboration between the MSSC and RJE.

**PART III: SUPPLEMENTAL INFORMATION**

The MSSC partnership with RJE will allow us to offer free training to an unlimited number of schools because we will have unlimited access to training tools and modules in perpetuity, so there will be no additional curriculum costs in the future.

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

The MSSC will own the right to use the purchased training components upon completion of the training provided by RJE in August 2023, so there will be no additional costs incurred with our Restorative Practices curriculum going forward. This usage extends beyond the end date of the ESSER grant. There will be no need for competition for goods or services in this area.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	7/25/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	<small>41C2BA36FAF44CD</small> Kathy Paquette	Date:	9/1/2023

**Certificate Of Completion**

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Document Pages: 18	Signatures: 2
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 7/25/2023 3:08:30 PM Viewed: 7/25/2023 3:08:40 PM Signed: 7/25/2023 3:09:15 PM Freeform Signing
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