



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/Help Me Grow	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		ECE-26-9005	
Agency Department Code:	10A	Advantage CT / RQS #:	CT 10A 20260512000ECE269005
Amount: (Contract/Amendment/Grant)		\$20,000.00	
CONTRACT	Proposed/Original Start Date:	12/1/2025	Proposed/Most Recent End Date:
			12/31/2026
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:		Paul H. Brookes Publishing Co., Inc. Baltimore, MD	
Brief Description of Goods/Services/Grant:		Ages and Stages Questionnaire Online Accounts	

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 Legislative Report, "Resolve, To Improve Access to Early and Periodic Screening, Diagnostic, and Treatment Services for Children," in response to Resolves 2019, Ch. 66 (LD 1635), identified increasing Maine's rate of developmental screening as a major focus in upcoming years, with a goal that 80% of Maine's youth receive a screen. One current challenge in assessment and data collection is that most developmental screening programs are paper based.

The vendor's online system will allow providers from MaineCare Acentra, Maine's CDC, Women, Infants and Children Nutrition Program, Public Health Nursing, OFCS Early Care and Education, Head Start, child-care providers, Maine's DOE, Child Development Services, and medical providers to see screening results and make data-driven decisions for evaluation and monitoring. DHHS anticipates Ages and Stages Questionnaire (ASQ) Online could reach up to 36,000 children from infancy to age five and a half (5 ½) for developmental screening. If Maine increased its developmental screening rate to 60%, an additional 4,320 children would be screened each year.

The annual subscription of ASQ online screening program includes a "Hub" account, five (5) "Enterprise" accounts, all applicable data linking fees, starter toolkits and questionnaires in various languages for each of the five (5) enterprise accounts, toolkits for additional programs, and includes the cost per scored screenings administered. This will allow providers to continue to collect, manage and report on developmental screening data collected from multiple organizations as part of the Legislative requirement aiming to Improve Access to Early and Periodic Screening, Diagnostic and Treatment Services for Children in Maine.

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.

Paul H. Brookes Publishing Co., Inc is the developer and owner of the proprietary developmental screening tool, the Ages and Stages Questionnaire. Brooks is the purveyor of the ASQ suite of tools, and they are the only entity that offers Brooks online, to access the online ASQ tools that families complete. Entities must request permission for use or reproduction of anything published by Brookes Rights & Permissions | Brookes Publishing Co. Paul H. Brookes Publishing's position with the Ages & Stages Questionnaires (ASQ) is unique, not that they are the only organization capable of providing developmental screening. Rather, they are the owner and publisher of a specific intellectual property asset: ASQ instruments, associated scoring systems, trademarks, online platform, and supporting materials. Those rights give them exclusive control over the ASQ brand and content. Because of copyright and trademark law, no competitor can legally copy the questionnaire items, scoring algorithms, forms, graphics, or market a product as "ASQ" without permission. That exclusivity is normal intellectual-property protection. The Department has purchased a number of screening kits under the prior agreement, to be used only with Brookes' ASQ program.

Brookes owns or controls:

- The copyrighted ASQ questionnaires and scoring materials.
- The ASQ trademarks and branding.
- The official ASQ Online platform and Family Access system.

PART III: SUPPLEMENTAL INFORMATION

- Licensing, translations, reproductions, and derivative uses of the ASQ content.

Competitors may offer similar structures. The Department continues to invest in this vendor, and resist changing because historical data would no longer be directly comparable, staff retraining is expensive, and existing workflows are built around ASQ Online.

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

The agreement costs represent standard pricing, which has not increased for three (3) years and includes a volume discount for ASQ starter kits and questionnaires.

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

At the end of this contract the Department will re-evaluate the need for an RFP.

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.

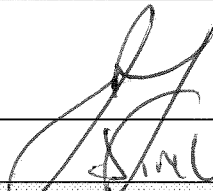
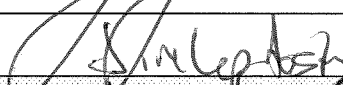
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	4-Aug-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 <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  E2CD3BD47EBC4FB...		
Typed Name:	Marcello Genovese	Date:	8/18/2026