

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:		Department of Corrections		
Department Contract Administrator or Grant Coordinator:		Sonja Morse		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 41,300.00	Advantage CT / RQS #:	CT 03F 20210928000000000851	
CONTRACT	Proposed Start Date:	10/01/2021	Proposed End Date:	9/30/2022
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:		Children's Center for Law and Policy , 1701 K St. NW, Suite 1100, Washington, D.C. 20006		
Brief Description of Goods/Services/Grant:		Comprehensive Assessment of Long Creek Youth Development Center		

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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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 Department is in need of a provider to conduct a conditions assessment at Long Creek Youth Development Center that is familiar with the databases and has an established reputation with the department. Due to recent incidences, the department is in emergency need of an assessment of the conditions at LCYDC.

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PART III: SUPPLEMENTAL INFORMATION

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

In 2017, the provider competed a conditions assessment for Long Creek youth Development Center (LCYDC). Due to recent incidences, the department is in emergency need of a second assessment of the conditions at LCYDC. The provider has the staffing capacity, experience, and expertise to carry out the assessment and analysis in an emergency timeline. Due to the built relationship with the provider and the availability of staff, no other provider can deliver these services in the timeframe needed.


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

In order to support a full assessment of the conditions at Long Creek, staffing of the assessment and other needed expenses, the current cost is \$41,300.00 A full budget will be included with the contract submission. The department deems this fair and reasonable.

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

This is considered an emergency, one-time need, therefore future competition is not needed. In the future, if the need emerges, the Department will then seek competitive bids.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Randall Liberty, Commissioner	Date:	092821
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Printed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	10/4/2021

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