

**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:		DHHS/MCDCP/Maternal & Child Health		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melinda Farrell		
(If applicable) Department Reference #:		CD0-23-4234		
Amount: (Contract/Amendment/Grant)	\$ 344,300.00	Advantage CT / RQS #:	CT-10A-20220819000000000534	
CONTRACT	Proposed Start Date:	10/1/2022	Proposed End Date:	9/30/2024
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:		KVCAP/ Educare Central Maine Waterville, ME		
Brief Description of Goods/Services/Grant:		Parent Ambassador Program		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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.

KVCAP/ Educare Central Maine provides a Parent Ambassador (PA) Program designed to provide parents with access to education and resources designed to build leadership skills. This program provides opportunities for interactions with other parents and advocacy professionals, exchange of knowledge, leadership development, trust building and collective action – all of which are important components of building social and intellectual capital and bringing about continued change and growth. As parents collectively learn about the civic process, how to advocate for themselves and their children, providing effective testimony, learning about specific topics and/or pieces of legislation, and connecting with their lawmakers, they have become engaged in local, state and national decision-making processes.

Previously, Educare only provided this opportunity to Educare/KVCAP families. Through grant funding, Educare will be able to expand this service to Statewide, allowing for parents or caregivers from across the State to apply for to be a part of the year-long cohort. Additionally, allowing for potential college credit and to become part of a Parent Ambassador Alumni program that provides support to new PAs going through the program. Educare will also be providing the Parent Ambassador Intensive Family Engagement (PA-IFE) Training which will train early learning professionals who support and/or provide services to a parent in the Parent Ambassador Program to learn key strategies and practices for engaging and partnering with families.

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

KVCAP/Educare partnered with the original creators of the PA program, WSA Parent Ambassador Program, established in 2009, for first three (3) years of Maine's implementation to learn and attend trainings.

KVCAP/Educare additionally partnered with Harvard University, Center for the Developing Child, to create a copyrighted Theory of Change that is utilized within the PA Program.

KVCAP/Educare is the only provider in Maine who is trained in implementing the parent ambassador training curriculum that has been developed at a national level.

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

Costs were negotiated with the Provider. Rates are comparable to those set forth in similar State Services agreements.

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

The Department does not plan to RFP this service. The Provider will be looking to fund the program themselves after the initial 2-year period.

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


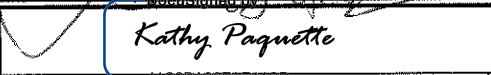
Does this request utilize ARPA/MJRP funds?

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:		Date:	29 - Aug 22
Signature of DAFS Procurement Official:	 Kathy Paquette		
Typed Name:	Kathy Paquette	Date:	10/5/2022