



## 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:	Office of School and Student Supports, Maine Department of Education		
Department Contract Administrator or Grant Coordinator:	Amelia Lyons, McKinney Vento Homeless Education Consultant		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 240,000	Advantage CT / RQS #:	20210903*0586
<b>CONTRACT</b>	Proposed Start Date:	<b>9/13/2021</b>	Proposed End Date: 8/31/2024
<b>AMENDMENT</b>	Original Start Date:	9/13/2021	Effective Date: 9/1/2022
	Previous End Date:	8/31/2024	New End Date: 8/31/2024
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	New Beginnings, 134 College St. Lewiston, ME 04240		
Brief Description of Goods/Services/Grant:	McKinney-Vento Implementation through American Rescue Plan – Homeless Children and Youth, State Reservation		

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 checked="" 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 services to be provided under this contract are to support the identification, outreach, and provision of services to children, youth, and families who qualify as McKinney-Vento. The provider will offer wrap around services and referrals for the children and youth and connect them to their local McKinney-Vento liaison for additional support. This provider will also assist the Maine Department of Education with a professional development project to Local Education Agencies throughout the state regarding their unique expertise in the field of serving people experiencing homelessness. With this additional funding, the Provider will be able to hire two full-time staff to provide the services in the contract.

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

New Beginnings is uniquely qualified to provide these services in the eastern and western regions of the state because they are already the recognized provider in this region.

New Beginnings, Inc. (NB) is the only agency in Maine whose mission is entirely focused on serving the needs of youth and young adults facing housing instability or homelessness. The agency was founded as a nonprofit in 1977 to assist youth and families in crisis. Since 1980, NB has worked with teens, young adults, their families, and other providers to ensure that Maine youth have access to the safe housing, supportive services, and connections to caring relationships that they need to become healthy and stable adults.

Based in Lewiston, NB operates Marian's Place (Maine's only 24-hour licensed emergency youth shelter) and a complete spectrum of supportive housing, family mediation, mental health, educational support, prevention & training, and street outreach services designed to prevent young people from across Maine from becoming homeless, support struggling families, and help vulnerable young people successfully transition to adulthood.

Our mission is to partner with youth to create lasting change, so all youth have a safe place to live and opportunities to grow, and our vision is a world in which all youth are safe and valued in their communities. The agency's headquarters, shelter, prevention, education, counseling, and Youth Drop-in Center are in Lewiston, with housing and outreach sites in Androscoggin, Franklin, and Kennebec counties. NB provides an essential "safety net" – food, clothing, shelter, housing, referrals – for an average of 700 young people ages 12-24 each year from throughout Maine who do not have stable housing or family support.

New Beginnings is uniquely qualified to deliver training and technical assistance services because of its long history in the field, organizational expertise, ongoing research and development, programmatic quality, and strong history of collaborative relationships with schools, DOE, and providers across the state. NB has over 30 years' experience collaborating with Maine Department of Education (DOE) to deliver HIV prevention education for high-risk populations of youth and offer DOE-sponsored professional development training for adults who work with these youth in schools and community-based settings in Maine. Since 1990, NB has worked with DOE to develop innovative policies, conduct research, and provide training and educational programming in the use of HIV prevention and harm reduction approaches with young people to increase their safety. NB's most recent Maine Homeless Youth Risk Behavior Survey (MHYRBS) provided essential data used in the DOE's own trainings for school McKinney-Vento liaisons.

**PART III: SUPPLEMENTAL INFORMATION**

For 30 years, NB has provided high quality training to youth-serving professionals across the state, including handling all support functions and logistics; financial payments to venues/vendors/trainers; project management and reporting; updating relevant curricula/training materials; and either facilitating trainings directly or supervising highly qualified trainers. Since 2016, New Beginnings' Prevention & Training has trained over 1,000 staff from hundreds of public or alternative schools and agencies working with priority youth populations.

This organization is uniquely positioned because they are already doing this work and have been for many years. This contract will be a natural extension of their work into the schools and use their unique voice and experience to provide valuable professional development to districts. This organization also leads the state's Youth Action Board (YAB) which can provide valuable youth voice with lived experience to this project.

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

This funding was allocated to the grantee as it was divided up equally between all contracts to fully cover the state. This cost is fair and reasonable to support, at a minimum, 2.0 FTE for staff to dedicate time to these projects.

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

This funding is only available through 2024 and is a one-time payment of the American Rescue Plan. If additional funds are made available by the US Department of Education at a later date, then plans will be made on how to approach future competition for the services.

**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 Deputy Commissioner	Date:	8/5/2022

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BBD96FE5347E</small>		
Typed Name:	Michelle Fournier	Date:	10/13/2022


**Certificate Of Completion**

Envelope Id: CEAC99C3CBC94F56B0B628EC3C0D8296	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 8/5/2022 1:39:34 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/5/2022 1:39:34 PM Viewed: 8/5/2022 1:39:44 PM Signed: 8/5/2022 1:40:40 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	8/5/2022 1:39:35 PM
Certified Delivered	Security Checked	8/5/2022 1:39:44 PM
Signing Complete	Security Checked	8/5/2022 1:40:40 PM
Completed	Security Checked	8/5/2022 1:40:40 PM

**Payment Events****Status****Timestamps**