



**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:		OCFS/Early Care and Education (ECE)/Preschool Development Grant (PDG)		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melanie Boucher		
(If applicable) Department Reference #:		CBH-24-5052		
Amount: (Contract/Amendment/Grant)		\$490,000.00	Advantage CT / RQS #:	CT 10A 20230906000000000634
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date:	12/31/2024
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:		Northern Illinois University, DeKalb, IL		
Brief Description of Goods/Services/Grant:		PDG Strategic Plan and Maine-specific child care cost model to include public Pre-K.		

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 Preschool Development Grant Birth Through Five (PDG-B5) is a grant available to states to support early childhood services for children birth through age five (5). There are two (2) types of PDG-B5 grants: *Initial grants* support states in conducting a comprehensive statewide birth through five (5) Needs Assessment followed by in-depth strategic planning; and *renewal grants* provide funds to states to carry out the activities in their Strategic Plan. Maine was awarded \$8 million per year for three (3) years, through the Preschool Development Grant Renewal (PDG-R). The grant is a partnership between the Department of Health and Human Services (DHHS), the Department of Education (DOE), and the Governor's Children's Cabinet. The PDG-R requires that states use a portion of the funding to evaluate the PDG-R funded projects that were implemented by the Department.

The purpose of this Agreement is to facilitate the creation of a Maine-specific cost modeling tool, similar to the tool built in Massachusetts, to include child care and public Pre-K. The provider will organize and engage stakeholders in the development of the tool and assist with the implementation and use of the tool after development based on their experience deploying the tool in Massachusetts. The provider will work with the Department to develop a strategic plan to include funding recommendations that meet the requirements in LD 1726 and the requirement of the grant to develop a strategic plan. The strategic plan will be built upon the Needs Assessment and the cost modeling tool.

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

Maine was awarded the PDG B-5 grant in December 2022. The PDG B-5 requires a strategic plan that utilizes an updated Needs Assessment which will be contracted separately. The cost modeling tool, to be built by the Center for Early Learning Funding Equity (CELFE) under this Agreement, will be the basis for the strategic plan and integrated with the work underway for the Needs Assessment. Due to an already compressed timeline and the need to align contracted efforts, the PDG program needs to leverage the experience and expertise of this vendor to satisfy year 1 grant requirements to include the annual evaluation due 12/30/2023. CELFE is the entity nationally developing cost modeling for ECE and has developed and implemented a comparable cost model in Massachusetts which included child care and Pre-K. The strategic plan is critically important to informing the programmatic focus for year two and three of the grant. CELFE is identified as the vendor with the unique expertise that can meet the timeline requirements.

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

The costs are considered fair and reasonable at \$490,000 based on the breadth of the review to be conducted and the work to develop the model in comparison to a similar contract with Public Consulting Group (formerly Hornby Zeller Associates) whose fees were \$347,749 to develop the Child Welfare Workload Analytic Tool which models staffing need.

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

The Department does not intend to RFP these services.

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

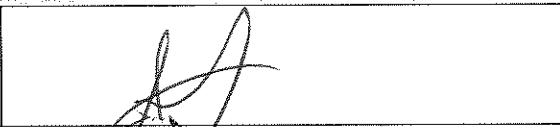
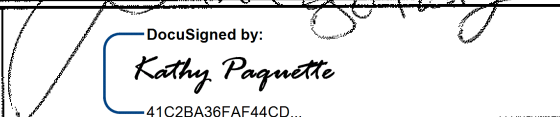
Does this request utilize ARPA/MJRP funds?

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:		Date:	25-Sep-23
Signature of DAFS Procurement Official:	 DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	10/19/2023