



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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/Child Welfare		
Department Contract Administrator or Grant Coordinator:	Jennifer Levesque		
(If applicable) Department Reference #:	CFS-25-8026		
Amount: (Contract/Amendment/Grant)	\$ 200,000.00	Advantage CT / RQS #:	CT 10A 20240619*CFS258026
<b>CONTRACT</b>	Proposed Start Date:	7/1/2024	Proposed End Date: <b>6/30/2025</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	UNIV OF ME SYS dba UNIV OF SO ME Portland, ME		
Brief Description of Goods/Services/Grant:	Family Engagement: CPS 101 and CPS 201 Training		

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>H.P. 777 – L.D. 1229, An Act to Provide Information to Parents Involved in the Child Protective Services System required that “The Department of Health and Human Services contract with an entity to provide free virtual classes conducted in real time with information, resources and support to parents who are involved in the child protective services system. The classes must be facilitated by parents who have experience with the child protective services system or who have navigated multiple complex systems. The contracted entity must conduct activities that maximize outreach to parents that qualify, promote the classes to parents and providers of services to such parents and provide one-on-one follow-up with parents who participate in the classes.”</p> <p>The purpose of this Contract, in compliance with the statutory requirements laid out in L.D. 1229, is to contract with an entity that employs and has as training facilitators, parents who have experience with the child protective services system or have navigated multiple complex systems. This provider’s staff deliver free, “real time,” virtual classes during which information, resources and support is provided to parents who are involved in the child protective services system throughout the State of Maine.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The Maine Judicial Branch, Administrative Office of the Courts, previously had a sole source contract with The Opportunity Alliance for a similar service known as CPS 101. However, they no longer provide this service. The employees from TOA who previously provided this service are now employed by the University of Maine System/USM and are able to provide this service going forward.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The cost of these services was deemed fair and reasonable by the Department when compared to the previous contract and the new work associated with development of CPS 201 training. The funding comes from L.D. 1229.</p>
4. Describe the plan for future competition for the goods or services.	<p>The service will continue to be evaluated over the contract period and competitively procured if the service continues to be necessary and appropriate.</p>

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

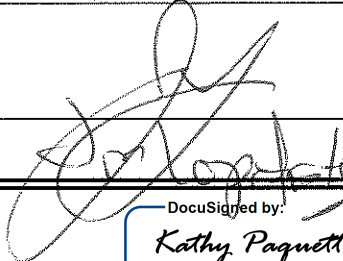

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:			
Signature of DAFS Procurement Official:	DocuSigned by:  Kathy Paquette 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	10/24/2024