



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Department of Corrections/Long Creek Youth Development Center		
Department Contract Administrator or Grant Coordinator:		Jessica Gerrish		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS # :	03F 20250908*384	
Amount: (Contract/Amendment/Grant	\$35,090.64			
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		The Telling Room, Portland ME		
Brief Description of Goods/Services/Grant:		Supplemental Language Arts education services for residents of Long Creek Youth Development Center		

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. Higher Education 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.	Residents of Long Creek often experience education disruptions and deficits that diminish their interest in attending English and Language Arts course in a traditional classroom setting. The Telling Room provides a unique and dynamic opportunity for residents to learn language arts in a creative, experiential setting that is student-centered and individualized. Residents who participate with the Telling Room create songs, poems, and stories that capture their experiences, feelings, and dreams in a way that residents find relevant. The Telling Room curriculum provides an added therapeutic value as residents process past experiences in a way that helps them heal past traumas and build hope for their futures. Students' engagement with the Telling Room will culminate in three performances where students present their songs, poetry, or other literary work to Long Creek staff and other residents in the AR Gould Learning Commons. The goals of the program are to enhance students' desire to learn, build rapport among students, provide students with a healthy creative outlet, and to acquire communication skills that will benefit students when they transition from Long Creek to future education and/or employment environments. Residents may choose to continue to participate in Telling Room programs in the community following their release from Long Creek. The Telling Room program will supplement and complement existing English/Language Arts curriculum provided at the AR Gould School.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.	The Telling Room is the only organization of its kind in Maine, and part of a relatively small network of organizations nationally that combines the fields of creative youth development and literary arts education programs to empower young people. The staff at the Telling Room are particularly skilled at reaching youth who have faced challenges in traditional education settings. The Telling Room will offer weekly instruction to committed residents at Long Creek throughout three quarters of the academic year (November through July). The program will provide instruction on topics related to creative writing, allowing students to expand on creative works and music. Their ability to provide experiential, multi-media language arts instruction to youth ages 6-18 who have experienced education disruptions and deficits makes the Telling Room uniquely suited to provide this service to youth at Long Creek Youth Development Center. Additionally, the Telling Room provides services to school departments including those in Portland, Lewiston, and the Augusta/Central Maine area which allows residents to continue to work with the agency after leaving Long Creek and returning to their home schools.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost is consistent with the hourly rates in the contract and the Department deems this fair and reasonable based on previous contracts with the Provider. Rates of service have not changed and has remained \$125 per hour. The additional funds allocated are Federal Department of Education funds and are within the allowable use of funds.
4. Describe the plan for future competition for the goods or services.	Long Creek will continue to assess the availability of providers for these services and, should more providers become available, Long Creek will follow the required procurement processes to meet future contractual needs for these services.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

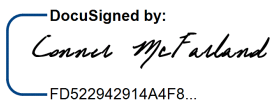
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Conner McFarland, Manager of Correctional Operations	Date:	10/23/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:			
Typed Name:	Michael Hartmann	Date:	10/28/2025