



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:	Department of Education/ESEA Federal Programs/21 st CCLC		
Department Contract Administrator or Grant Coordinator:	Travis Doughty		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 20,800.00	Advantage CT #:	20221115000000001364
CONTRACT	Proposed Start Date:	12/15/2022	Proposed End Date: 5/31/2023
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:	Connect the Dots, LLC dba Development Without Limits Portland, ME		
Brief Description of Goods/Services/Grant:	Leadership Development Program for Maine's 21 st CCLC Program Directors		

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.

As a ripple effect from the many challenges brought on by the COVID-19 pandemic, Maine's 21st CCLC programs have experienced an unprecedented level of turnover in key leadership roles. With staffing shortages being rampant statewide, particularly in the field of education, the pool of available applicants to fill these positions is small. Newly hired 21st CCLC Program Directors across the state are inexperienced and, for many, the 21st CCLC Program Director position is also their first foray into a formal leadership role.

The Department held its first in-person statewide training event since the start of the pandemic in October 2022. As part of this convening, Department staff heard loudly and clearly from 21st CCLC Program Directors across the state that they feel overwhelmed, isolated, and underequipped to handle challenges with their programs and staff. This news also came at a time where the Department itself has been undergoing turnover in administrative staff with the retirement of a 21st CCLC Program Specialist. Due to the challenges shared above, the Department is pursuing this contract with the selected vendor to increase its capacity to support the training needs of 21st CCLC Program Directors across the state.

The selected vendor will provide a Leadership Academy for each of Maine's 21st CCLC Program Directors. This program will be customized to meet the unique needs of 21st CCLC Program Directors in Maine. It will also be conducted virtually, spanning 12 consecutive weeks. Maine has about 30 or so current 21st CCLC Program Directors and each will be participating in this Leadership Academy. This program will not only help new and inexperienced staff gain valuable knowledge and skills, but it will also serve as an ongoing community of practice. This will further allow 21st CCLC Program Directors from across the state to come together regularly and discuss their work in a way that would not be possible without this contract.

The Department is in dire need of these services to ensure that 21st CCLC programs across the state can operate effectively and efficiently. The Department does not currently have the capacity to offer this sort of leadership development program on a statewide level, nor does it have the capacity or time to conduct a formal RFP process for these services. This contract will not only address the current capacity issues within the Department, but also provide timely support to meet the immediate needs our 21st CCLC Program Directors across the state.

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

The selected vendor has worked one-on-one with many of Maine's local 21st CCLC programs over the years and has intimate knowledge of how these programs operate as well as the current landscape and related challenges for 21st CCLC program providers here in Maine. The vendor is also an industry leader in the fields of leadership and organizational development for youth-focused organizations and programs. The vendor's experience with Maine's 21st CCLC programs, subject-matter expertise, and availability to start this work almost immediately make them uniquely positioned to support the immediate needs of the Department.

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

The negotiated costs for this leadership development program equate to roughly \$700 per individual for a 12-week course. This amount is largely in-line with the national average for most graduate-level courses one could take at a college or university, based upon costs per credit hour. When considering that this is also a custom program being developed specifically for the Department's target audience, the benefits of this work and opportunity for Maine's 21st CCLC Program Directors far outweigh the proposed cost.

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

The Department does not currently have plans to offer this program again in the immediate future. This program is being offered in 2022-2023 to meet the unique needs of Maine's current cohort of 21st CCLC Program Directors and the immediate needs of the Department. The ultimate goal of this work is to further build the knowledge and skills of Maine's 21st CCLC Program Directors so that they feel confident in their roles and continue to work within their organizations. In the event that such services were needed again in the future, the Department would explore the possibility of releasing an RFP for these services. However, the highly specialized nature of this work could result in very few or no other Bidders for these services.

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


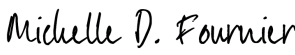
Does this request utilize ARPA/MJRP funds?

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:	Daniel A. Chuhta	Date:	11/22/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>066BBD96EE5347F...</small> Michelle D. Fournier	Date:	11/23/2022

Certificate Of Completion

Envelope Id: D9F86695E8C04EA691EDFF0A1156DDA8	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


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Status: Original 11/22/2022 2:41:24 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

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 198.182.163.121

Timestamp

Sent: 11/22/2022 2:41:24 PM
Viewed: 11/22/2022 2:41:34 PM
Signed: 11/22/2022 2:42:50 PM
Freeform Signing

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	11/22/2022 2:41:24 PM
Certified Delivered	Security Checked	11/22/2022 2:41:34 PM
Signing Complete	Security Checked	11/22/2022 2:42:50 PM
Completed	Security Checked	11/22/2022 2:42:50 PM

Payment Events

Status

Timestamps