



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

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:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque Shawn Belanger		
(If applicable) Department Reference #:		CFS-22-618B		
Amount: (Contract/Amendment/Grant)		Original: \$ 5,745,269.00 Amend B: \$4,948,505.00 Revised: \$10,693,774.00	Advantage CT / RQS #:	CT 10A 2021051400000003233
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	07/01/2021	Effective Date:	10/01/2022
	Previous End Date:	09/30/2022	New End Date:	09/30/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System DBA University of Southern Maine Portland, ME		
Brief Description of Goods/Services/Grant:		Professional Development Network (PDN)		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 purpose of this agreement is to provide the State's Professional Development Network (PDN) which shall increase knowledge and Professionalism of all Child Care Providers in the State including: Child Care Centers, Family Child Care Providers (FCC), Head Start programs, School-age Child Care Programs, and Family, Friends, and Neighbor (FFN) (license exempt) programs; as well as increase overall accessibility and affordability of Child Care Services. The PDN contains the system evaluation and delivery of services for Child Care Providers including training, technical assistance, and the database system, which is available to all Child Care Providers located in the State.

This service creates a system that aligns with the principles of the Child Care System and the Department's responsibilities to the development of that system as defined in Title 22 M.R.S.A §3732.

COVID strategies funds for Physical Activity and Nutrition in Early Care Education (PAN ECE) were also added to allow the Provider the ability to create Professional Development opportunities for the Early Childhood Education field through the MRTQ PDN system in alignment with the requirements of Rising Stars for ME, upon its implementation.

This purpose of this amendment is to add time-limited Federal Block Grant funds and extend the services for one year to allow time for the RFP.

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

The Provider was competitively awarded through RFP 201702020. The Department was approved for an additional three-month extension of Renewal Period #2 (originally ending on 6/30/2022 bringing it to 9/30/2022), to allow the contracts resulting from the upcoming RFP to align with the Federal Fiscal Year, starting on 10/1/2022.

This Amendment extends the contract for an additional twelve (12) months to add ARPA Discretionary funds to stabilize child care services through enhancing incentives and supports. Without this extension, there would not be sufficient time to complete an RFP process, negotiate a contract, and allow the Provider adequate time to use the funding before it expires 9/30/2023. In addition, USM is the only Provider maintaining a Statewide Apprenticeship Program for Child Care Providers or training and consultation for *Strengthening Business Practices for Child Care Programs*, services which are being enhanced by this funding.

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

As part of the RFP scoring process there was a comparison of the costs and rates of the submitted bids. The costs and rates of this vendor were considered fair and reasonable and the best value for the Department.

In Renewal Period #1, the Department added \$1 million Child Care and Development Fund (CCDF) discretionary funding to assist childcare programs to move up in Maine's Quality Rating and Improvement System (QRIS). However, the COVID-19 pandemic hit, and Maine saw a decrease in licensed childcare providers across the state. Forecasted spending in the contract was revised to increase the scope of allowable incentives USM/PDN could provide to childcare providers. A total of \$918,180.00 in funding was disencumbered from CFS-20-918 so that it can be used in Renewal Period #2, where trends show some return to normalcy.

In addition, the Department received a CCDF 'Coronavirus Response and Relief Supplemental Appropriations Act' (CRRSA) award. OCFS's spend plan, approved by Governor Mills, supports Professional Development Network (PDN) activities added to this 15-month renewal. The spend plan for the Child Care Development Block Grant funds improvements to the Child Care Choices web site, including the creation of a mobile application to assist families in locating childcare.

CRRSA funds will also be utilized to provide enhanced professional development for providers through MRTQ by an improved design of the *Strengthening Business Practices for Child Care Programs*, training by updating the train-the-trainer, recruiting eighteen train-the-trainers, offering added Communities of Practices on the trainings, and the inclusion of business software and technology training. In addition, the funds will establish a Statewide Apprenticeship Program for Child Care Providers, provide Mini-grants and awards for achieving or maintaining accreditation, and/or for completing one of the Maine Credentials (Director, Infant Toddler, Inclusion, Youth Development).

PART III: SUPPLEMENTAL INFORMATION

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

The Department intends to competitively procure these services with a 10/1/2023 contract start date.

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

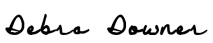
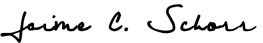
Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director DHHS Competitive Procurement	Date:	sep-21-2022
Signature of DAFS Procurement Official:	DocuSigned by:  6D6437754DD0459...		
Typed Name:	Jaime C. Schorr	Date:	11/28/2022