



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 (Form's page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OCFS/Child Care Services Jessica Gerrish / Tyra Corson	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melinda Farrell	
(If applicable) Department Reference #:		CBH-22-6123A	
Amount: (Contract/Amendment/Grant)	Orig \$ 9,785,177.00 Amend \$5,236,475.00 Revised \$15,021,652.00	Advantage CT / RQS #:	CT 10A 2022032400000002192
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	4/1/2022	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:		Coastal Enterprises, Inc. Brunswick, ME	
Brief Description of Goods/Services/Grant:		Administration of the Maine Jobs and Recovery Program (MJRP) childcare infrastructure grants to expand childcare capacity statewide.	
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 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 childcare infrastructure grant program will directly address and mitigate the impact of the COVID-19 pandemic and build upon Maine's priority of affordable, quality childcare for working families as a key economic driver. There are significant gaps in access to childcare in Maine, particularly in rural communities. The grant program will fund new and expanded childcare facilities to help close the childcare supply/demand gap. The cost associated with making physical plant changes to comply with licensing regulations or to expand capacity remains a significant barrier for many childcare businesses. The vendor will develop a grant application process, evaluation criteria, and provide Maine Jobs and Recovery Program (MJRP) grant funding and technical assistance to address these business challenges thereby increasing childcare capacity within the state. Vendor technical assistance will include support developing a business plan, coaching through the licensing process, support to earn a Quality for ME rating, learning best practices for managing a childcare business, and providing one-on-one support with a business advisor.

The purpose of this amendment is to provide additional one-time funding for grants to renovate, expand or construct childcare facilities that will result in an increased availability of accessible and affordable childcare.

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

Due to the unique technical elements, the aggressive timeline for the distribution of MJRP grant funds, and the long-lead times to complete childcare facility renovation, expansion or new construction projects, the program requires an established vendor with the ability to provide a turnkey solution. Coastal Enterprises, Inc. (CEI) currently operates the Child Care Business Lab, a five-year initiative offering entrepreneurs the tools and one-on-one support needed to start and run a sustainable childcare program. CEI has the in-house capacity to manage construction financing, project management and can guide the awarded applicant successfully through this process.

The Renovation, Expansion and Construction grants must be made in coordination with other American Rescue Plan initiatives to further stabilize and expedite the childcare industry's recovery from the pandemic. The grant application must be released in April 2022 and be fully executed by June 30, 2023 when funding expires.

CEI has unique and robust experience providing financial products and technical assistance to childcare entities throughout Maine, specifically for development and administration of State and Federal grant funding. Additionally, CEI is the only provider able to provide the required services within the time constraints.

The Maine Department of Economic and Community Development microenterprise made a \$3 million award to CEI to capitalize a revolving loan fund (RLF) for small businesses in Maine's coastal counties. The RLF, made possible through the Coronavirus Aid, Relief and Economic Security (CARES) Act of the U.S. Congress, is intended to alleviate economic distress caused by the COVID-19 pandemic, support economic resilience and further the long-term economic objectives of the region. CEI was provided \$298K to administer the RLF.

CEI is providing similar services for the Maine Department of Agriculture, Conservation, and Forestry (DACF) American Rescue Plan Act (ARPA) funding for the new Agricultural Infrastructure Investment Program (AIIP). The AIIP provides critical funding for Maine farms and agricultural food processors pursuing infrastructure upgrades.

There is no other provider that could acquire required expertise and develop the support infrastructure within the needed timeframe.

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

The total amount in this contract is **\$15,021,652.00**. The Vendor will receive **\$719,062.00** to administer the grant application process, distribute grants and provide technical assistance to childcare providers. The remainder of the funding will be distributed directly to childcare providers to renovate, expand, or construct childcare programs. The CEI portion of the cost is **4.78%** of the contract value.

PART III: SUPPLEMENTAL INFORMATION

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

This is one-time funding for this singularly focused ARPA/MJRP grant program. The Department does not intend to competitively procure for these services.

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

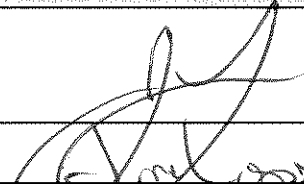
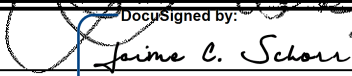
Does this request utilize ARPA/MJRP funds?

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:		Date: 29-Oct-22
Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	Jaime C. Schorr	Date: 11/28/2022