



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 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 / Storm Dexter	
(If applicable) Department Reference #:		CFS-25-7011	
Amount: (Contract/Amendment/Grant)	\$ 193,300.00	Advantage CT / RQS #:	CT-10A-20240911000CFS257011
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date: 9/30/2025
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:		Maine Community Action Association (MCAA) DBA: Maine Community Action Partnership (MECAP) Bangor, ME	
Brief Description of Goods/Services/Grant:		Community Action Agency Training and Technical Assistance	

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.

The Department of Health and Human Services' Office of Child and Family Services (OCFS) has a legal requirement under the Federal Community Services Block Grant (CSBG) Act, the Maine Community Services Act, and Community Services Block Grant (CSBG) Program Rules to provide Training and Technical Assistance (T/TA) to the ten (10) Community Action Agencies (CAAs) in the State. This required T/TA initiative will support the efficient and effective administration of the program, as well as support timely and accurate outcome data required under the same legal requirements to be reported annually to the Federal Government.

Training must be provided by the end of FFY 2025, on the topics of OMB/Uniform Guidance, Board Governance, Results Oriented Management and Accountability (ROMA) a/o ROMA Next Gen, the Organizational Standards, National Performance Indicators (NPI) and targets, and performance measures. Increased T/TA in each CAA will also improve the State's current federally recorded American Consumer Satisfaction Index (ACSI) survey from the Agencies and proactively prevent non-compliance issues with the CAA's core funding source, the CSBG. T/TA funds will also support the implementation of a single statewide reporting system to be used by all CSBG providers to capture service data and provide outcome measure reporting as mandated by the United States Health and Human Services' (HHS) Office of Community Services (OCS).

To be successful in these T/TA initiatives, the Department requires an entity to oversee and coordinate the activities of the ten (10) CAA providers. This contract supports that need and will allow for increased consistency among the CAA providers and ease of management of all aspects of the contract.

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

MECAP is recognized as the only entity of its kind and is the only identified Maine Association responsible for participating in the Administration for Children and Families (ACF)'s T/TA Program: Regional Performance and Innovation Consortium (RPIC). This cooperative agreement supports an ongoing State and regional strategy for collaboration, capacity-building, and exemplary practice in the CSBG program and among State CAA Associations, which include the MECAP. The OCS funds eleven (11) RPICs to serve as geographic focal points, lead in implementing organizational standards, and develop a comprehensive system of T/TA activities among State Associations, including the MECAP. The central mission of the RPIC strategy is ensuring that all CSBG-eligible entities are able to meet organizational standards and performance management efforts and utilize evidence-informed approaches to address the identified needs of low-income people in communities.

As the only centralized organizational association for Maine's ten (10) CAAs and through its relationship and ongoing T/TA work with the CAAs, MECAP is the only provider that has access to proprietary data from the agencies, allowing MECAP to provide specific T/TA as needed, as well as to provide the ongoing T/TA support as required by the OCS. The ten (10) CAA providers have been consulted about this and are in agreement.

PART III: SUPPLEMENTAL INFORMATION

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

The OCFS worked with the MECAP, the Executive Leadership of the ten (10) CAAs, and Department leadership in order to develop specific details of the service that would meet the federal requirements, and from that work created a projected reasonable cost. Costs were compared to other agreements providing similar services for OCFS, who deemed the projected costs for providing this service as fair and reasonable.

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

The Department does not plan to RFP this service in the future.

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.

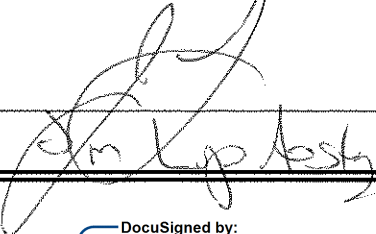

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	dan lipke	Date:	30 Sep 24
Signature of DAFS Procurement Official:			
Typed Name:	kathy Paquette	Date:	11/6/2024