



## 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/ Early Care and Education		
Department Contract Administrator or Grant Coordinator:	Jennifer Levesque / Storm Dexter		
(If applicable) Department Reference #:	ECE-25-4324		
Amount: (Contract/Amendment/Grant)	\$ 571,363.00	Advantage CT / RQS #:	CT-10A- 20240926000ECE254234
<b>CONTRACT</b>	Proposed Start Date:	<b>10/1/2024</b>	Proposed End Date: <b>9/30/2026</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	KVCAP/ Educare Central Maine Waterville, ME		
Brief Description of Goods/Services/Grant:	Parent Ambassador Program		

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.

KVCAP's Educare Central Maine is a comprehensive early learning and development school in Waterville, Maine, which provides child care and preschool options to families with children birth to age five (5) who are facing barriers to accessing high-quality early learning. Educare launched a Parent Ambassador (PA) Program designed to provide parents with access to education and resources intended to build leadership skills. This program provides opportunities for interactions with other parents and advocacy professionals, exchange of knowledge, leadership development, trust building, and collective action – all of which are important components of building social and intellectual capital and bringing about continued change and growth. As parents collectively learn about the civic process, how to advocate for themselves and their children, provide effective testimony, learn about specific topics and/or pieces of legislation, and connect with their lawmakers, they have become engaged in local, state and national decision-making processes.

Previously, Educare only provided this opportunity to Central Maine families with children in their Head Start program. Through grant funding, Educare will be able to expand this service Statewide, allowing for parents or caregivers from across the State to apply to be part of the year-long cohort. Additionally, this expansion will allow the opportunity to become part of a Parent Ambassador Alumni program that provides support to new PAs as they progress through the program. Educare will also be providing the Parent Ambassador Intensive Family Engagement (PA-IFE) Training which will train early learning professionals who support and/or provide services to a parent in the Parent Ambassador Program, to learn key strategies and practices for engaging and partnering with families.

Educare will partner with Portland Empowered to build out new parent leadership programming for New Mainer parents, including immigrant, refugee, and asylum-seeking parents with young children. The new parent leadership program will be based on a structure of a blended PA program and informed by Portland Empowered's parent leadership program for families with high school students.

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

KVCAP/Educare Central Maine partnered with the original creators of the PA program, WSA (Washington State Association of Head Start and the Early Childhood Education and Assistance Program) for the first three (3) years of Maine's implementation to learn and attend trainings. The Provider continues to be in a professional learning network nationally to ensure an up-to-date and relevant program that is community responsive.

KVCAP/Educare additionally partnered with Harvard University, Center for the Developing Child, to create a copyrighted Theory of Change that is utilized within the PA Program. KVCAP/Educare is the only provider in the State of Maine that is trained in implementing the parent ambassador training curriculum that has been developed at a national level.

**PART III: SUPPLEMENTAL INFORMATION**

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.  
 Costs were negotiated with the Provider. Rates are comparable to those set forth in similar State Services agreements.

4. Describe the plan for future competition for the goods or services.  
 The Department does not plan to RFP this service.

**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.

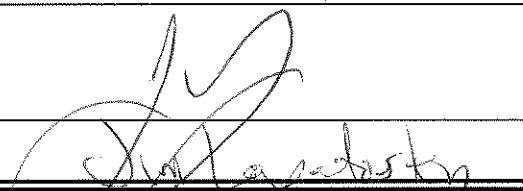
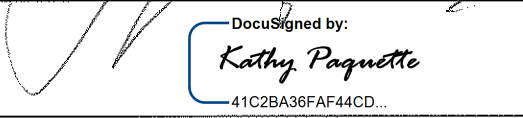
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	<i>Kathy Paquette</i>	Date:	17-Oct-24
Signature of DAFS Procurement Official:	 DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	11/8/2024