

# State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

## PART I: OVERVIEW

Department Office/Division/Program:		Office of School and Student Supports, Maine Department of Education			
Department Contract Administrator or Grant Coordinator:		Amelia Lyons, McKinney Vento Homeless Education Consultant			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 238,961.73	Advantage CT / RQS #:	20221020*1175		
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date:	8/30/24	
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:		Community Care, 40 Summer St. 2 <sup>nd</sup> Fl., Bangor, ME 04401			
Brief Description of Goods/Services/Grant:		McKinney-Vento Implementation through American Rescue Plan – Homeless Children and Youth, State Reservation			

## PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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## PART III: SUPPLEMENTAL INFORMATION

The services to be provided under this contract are to support the identification, outreach, and provision of services to children, youth, and families who qualify as McKinney-Vento. The provider will offer wrap around services and referrals for the children and youth and connect them to their local McKinney-Vento liaison for additional support. This provider will also assist the Maine Department of Education with a professional development project to Local Education Agencies throughout the state regarding their unique expertise in the field of serving people experiencing homelessness.

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Community Care acquired Shaw House as of July 1, 2022. Shaw House originally had a contract for these same services under CT 05A 20210903\*0582, which is closed so that the funds remaining can be encumbered on this contract. The delay in closing the original contract (CT 05A 20210903\*0582) was due to change in personnel at the organization and DOE waiting for final invoicing and payment to occur.

Community Care is uniquely qualified to provide these services in the central and northern regions of the state because they are already the recognized provider in this region. Community Care provides to homeless youth a Shelter and Drop-in Day Program, Street Outreach Program, and Transitional Living Program.

Shelter & Drop-in Day Program for Homeless Youth - The Shelter (16 beds) and Drop-in Programs provides 24-hour, safe, temporary emergency shelter for homeless youth for up to 30 days, counselling services through MOU with service entity, including individual, family and group counselling, prevention services, case management services, case planning that fully involves parents and legal guardians towards reunification whenever appropriate, mediation services, aftercare services and supports, referrals and service linkage.

Street Outreach Program - Street Outreach Program connects with homeless and at-risk youth on the streets and supports them in accessing and maintaining appropriate emergency shelter, alternatives to the streets and essential services. These youth are often the most difficult to engage and at great risk of exploitation and victimization on the streets. Street Outreach workers provide snack bags, business cards with telephone numbers to contact the shelter, Youth Crisis Stabilization. This outreach has a key role in ensuring accessibility to services and a safer living situation.

Transitional Living Program – Non-clinical -Transitional Living Program opened in 2001 to respond to the needs of homeless youth who are without safe family or other natural supports and require a safe place to live during a time of transition to independent adulthood. The program is designed as a 'next step' for homeless and at-risk youth to move beyond the streets or emergency shelter and into a safe residential environment. One in which they will be able to set goals and develop the living and job skills needed to become independent, productive members of society.

This organization is uniquely positioned because they are already doing this work and have been for many years. This contract will be a natural extension of their work into the schools and use their unique voice and experience to provide valuable professional development to districts.

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

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## PART III: SUPPLEMENTAL INFORMATION

The funding provides these services across the state. The funding is provided equally among these groups.” The funding provided covers the cost of an FTE. The Department determined it was a fair and reasonable amount based on current salaries the average wage for work performed for this position.

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

This funding is only available through 2024 and is a one-time payment of the American Rescue Plan. If additional funds are made available by the US Department of Education at a later date, then plans will be made on how to approach future competition for the services.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel A. Chuhta, Deputy Commissioner	<b>Date:</b>	10/31/2022
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle D. Fournier</i> <small>066BBD96EE5347E...</small>		
<b>Printed Name:</b>	Michelle D. Fournier	<b>Date:</b>	12/7/2022

**Certificate Of Completion**

Envelope Id: 16BC0B4F04C1433AA864DDB6AAF1C6DA	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 16	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.7
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 10/31/2022 7:27:49 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 10/31/2022 7:27:51 PM Viewed: 10/31/2022 7:28:08 PM Signed: 10/31/2022 7:30:43 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	10/31/2022 7:27:51 PM
Certified Delivered	Security Checked	10/31/2022 7:28:08 PM
Signing Complete	Security Checked	10/31/2022 7:30:43 PM
Completed	Security Checked	10/31/2022 7:30:43 PM

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