



## 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:	Maine Judicial Branch- Administrative Office of the Courts		
Department Contract Administrator or Grant Coordinator:	Betsy Boardman, Child Protective and Juvenile Process Specialist		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ <b>56,000.00</b>	Advantage CT / RQS #:	<b>20220103*1599</b>
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	<b>11/01/2021</b>	Effective Date:
	Previous End Date:	<b>10/31/2022</b>	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	The Opportunity Alliance		
Brief Description of Goods/Services/Grant:	Continuation of and staffing of a virtual dependency curriculum for parents involved in the child welfare system.		

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 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

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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 Maine Judicial Branch (MJB) receives federal funding from the Administration for Children and Families (AFCF) for our Court Improvement Program. Last year, we received additional fund for to address needs that arose due to the COVID-19 pandemic. Pursuant to the program instructions for the COVID-19 funds, the funds were required to be used to "address needs stemming from the COVID-19 public health emergency to ensure the safety, permanence, and well-being needs of children are met in a timely and complete manner." To that end, Maine CIP contracted with The Opportunity Alliance to provide a two-hour, bi-monthly virtual dependency training for parents who are currently involved in the child welfare system. Throughout the past year, the curriculum has been created and delivered by parent partners who were previously involved in the child welfare system or have experience navigating multiple systems, in collaboration with system stakeholders (parents' attorney, assistance attorney general, judges, guardians ad litem, and Department of Health and Human Services caseworkers).

The project has gotten extremely positive feedback from participants through the use of pre and post-participant surveys. This data has proved to be extremely valuable in spreading the word about the program and validity of the pedagogy. However, part of the intended outcome data points to be measured require that the child welfare case be completed or through the termination of parental rights phase of the case. A statistically significant number of cases have not reached this point in the case and therefore, a second year of the project is required.

Additionally, throughout the first year of the contract, the parent curriculum workgroup explored sustainable funding options for this program. Unfortunately, an ongoing funding source has not yet been identified, although this continues to be a focus of the workgroup. Recognizing the importance of this program and the importance of continued data collection and analysis, the Maine Judicial Branch contacted the AFCF and requested approval for the use of 2023 Court Improvement Program grant funds in order to maintain operation of the program for an additional year. AFCF approved the use of grant funds to maintain this curriculum as it is directly in line with the CIP program requirements of improving the safety and permanency of children in the child welfare system.

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

The Opportunity Alliance (TOA) is a community action agency that has provided advocacy, leadership, and support to help individuals, families, and communities for 50 years. TOA is the only organization in Maine with experience in training and offering peer led support from individuals previously involved in the child welfare system to individuals currently involved in that system. TOA has current staff with lived child welfare experience who have extensive training and the necessary infrastructure to support parents currently engaged in the child welfare system. Additionally, TOA has current data collection processes that would be utilized in connection with tracking case outcomes.

This contract amendment is adding on an additional year for TOA to continue providing a curriculum that was developed by them in the first year of the contract. TOA remains the only organization able to continue to run this program because they have developed a proprietary curriculum that no other organization in the state has access to or currently has available. The framework and foundations for the program were developed and design by TOA and are not offered or available by any other provider in the state, especially with individuals presenting the course with lived child welfare/system involvement. Additionally, the data collection for this project has been specifically designed around the curriculum as created by TOA. If this were to go out to bid a whole new curriculum would need to be developed and there would need to be a

**PART III: SUPPLEMENTAL INFORMATION**

reinvestment in a new data collection scheme. We would not be able to use the data from the first year of the project if a new entity was delivering the program as there would be different and variable data collection points.

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

The negotiated cost of this project included a careful analysis of staffing needed to develop and implement the dependency training, and cost of national technical support and the amount of funds needed to collect and share data to show the efficacy of the dependency training. The amended cost includes an additional 10 months of costs associated with running the program that includes over 750 hours of personnel time.

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

There are no plans for future competition for the above proposed services at this time because TOA is currently the only organization in Maine with experience in training and offering peer led support from individuals previously involved in the child welfare system to individuals currently involved in that system. If additional providers begin to offer this service, a plan for competition would be developed.

**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:	Dennis Corliss	Date:	12/5/22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	12/19/2022

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