



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns for justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

This amendment adds some additional scope of work to the project, including educational supports at hotels for McKinney Vento students, a tutoring and after school coordinator. This work will provide increased services and opportunities.

The services to be provided under the contract are to support the identification, outreach, and provision of services to children, youth, and families who qualify as McKinney-Vento. The Provider offers wrap-around services and referrals for the children and youth and connects 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.

This Community Education Program for McKinney-Vento students in temporary living situations will be significantly beneficial to our statewide McKinney-Vento students.

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

Gateway Community Services Maine is uniquely qualified to provide these services as in the Southern and Western region of the state because they are already the recognized provider in this region.

Gateway Community Services Maine (GCSM) is a nonprofit organization based in Greater Portland and Lewiston Maine, founded in 2016 by Abdullahi Ali. Their mission is to encourage, support and build healthy connections within oneself and others in order to promote vibrancy and well-being, along with welcoming communities where all people feel accepted, valued and have a sense of belonging. Their work welcomes all community members, while centering community members who are immigrants, refugees and asylees. From their founding, GCSM has focused on programs encouraging youth leadership, empowerment and voice while working to connect young people to networks and resources to combat social isolation.

GCSM was founded in connection with their sister agency, Gateway Community Services, LLC (GCS). GCS, also founded by Abdullahi Ali, was created in order to provide mental health services that are rooted in cultural competence and are available to all, with a particular focus on supporting immigrant community members. At GCS, they provide clinical services in the form of case management, counseling, and therapy. We work alongside GCS by providing a community-based approach to wellness. Learning from and building off of the mental health expertise within GCS, GCSM is able to expand mental health and stress management supports to community members outside of the confines of Mainecare. This allows them to overcome Mainecare barriers connected not only to who is eligible for services, but also what types of services and mental health supports are covered and funded (thus providing more space for culturally familiar stress management alternatives to clinical settings).

Since the pandemic, GCSM has been working to develop their youth programming, including a 20-person Youth Coalition employed to provide critical public health information and resource sharing throughout their peer networks. Additionally, they have created a highly committed team of Community Health Workers who have been supporting community members with a comprehensive set of wrap-around services. These are

PART III: SUPPLEMENTAL INFORMATION

provided out in the community, including providing that resource directly within shelters to support community members who are unhoused.

GCSM combines their experience working in community-based wrap around support services, including from within homes and local shelters, together with our extensive work around youth empowerment, leadership and voice (along with working with youth on educational, employment and social goals within our Youth Mentor Program). This organization would be uniquely qualified to support the State of Maine's Department of Education to bring culturally competent and relevant wrap around supports to young people in the community who are unhoused in a comprehensive and connected way.

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. This organization is uniquely qualified because of their expertise in working with English Learners and immigrant students and families, and those experiencing homelessness.

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

This additional funding was allocated to the grantee as it was divided up equally between all contracts to fully cover the state. This cost is fair and reasonable to support, at a minimum, 1.0 FTE for a staff person to dedicate time to these projects.

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.

The additional funding in this amendment is from the ME DOE State Reservation fund, through the Office of Federal Relief Aid.

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:	Daniel A. Chuhta	Date:	10/16/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle D. Fournier</i> 066BBD96EE5347F...		
Typed Name:	Michelle D. Fournier	Date:	12/6/2023

Certificate Of Completion

Envelope Id: 890FC50B1156453A83FBB13BF565229C	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Enveloped Stamping: Disabled	IP Address: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 10/16/2023 11:26:27 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
Using IP Address: 72.231.250.95

Timestamp

Sent: 10/16/2023 11:26:29 AM
Viewed: 10/16/2023 11:30:50 AM
Signed: 10/16/2023 11:32:09 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

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Editor Delivery Events

Status

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Notary Events

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Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	10/16/2023 11:26:29 AM
Certified Delivered	Security Checked	10/16/2023 11:30:50 AM
Signing Complete	Security Checked	10/16/2023 11:32:09 AM
Completed	Security Checked	10/16/2023 11:32:09 AM

Payment Events

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Timestamps