



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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	OCFS/Early Care and Education		
Department Contract Administrator or Grant Coordinator:	Jennifer Levesque / Storm Dexter		
(If applicable) Department Reference #:	ECE-25-4237		
Amount: (Contract/Amendment/Grant)	\$119,693.92	Advantage CT / RQS #:	CT-10A-20240830000ECE254237
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date: 9/30/2026
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:	University of Maine dba Office of Research Admin Orono, ME		
Brief Description of Goods/Services/Grant:	Equity and Inclusion Consultation and Technical Assistance to the First4ME Pilot Project		

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.

In July 2021, L.D. 1712: An Act to Support Children’s Healthy Development and School Success was enacted under 22 M.R.S.A Ch. 1065 §3931. As a result, the Department established the First4ME Pilot Project, a two (2) generation framework for coordinated birth to kindergarten-entry programming providing quality early care to support a child’s school readiness. The First4ME seeks to improve Participants’ social, emotional, educational, and health outcomes by providing Family stabilization support and education to Families with young children birth to age six (6) who have not yet entered kindergarten. To support these efforts, the First4ME focuses on auxiliary provisions to Child Care Providers (CCPs) to obtain and sustain high-quality staff and programming.

The First4ME Pilot Project begins year two (2) of a three (3) year pilot and has identified a need for targeted consultation and technical assistance as it relates to equity, inclusion, and universal design to support Community Contractors facilitating the pilot, CCPs, and Children and Families specifically related to cultural and language diversity. Currently, one CCP and one Co-Op of three Family Child Care providers participating in the pilot have a primary language that is not English. In addition, there are five (5) CCPs in two (2) pilot sites who need technical assistance to support children and families of diverse cultures and languages. In order to build an inclusive program for all CCPs, children, and families to benefit from the First4ME program, consultation and technical assistance is needed from content experts.

In addition, consultation on program standards and components as First4ME transitions from the pilot phase to full program, state-level program staff will receive technical assistance on tools, forms, templates, documents, structure, and program practices related to implementation of First4ME that is equitable and accessible to all Maine communities.

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

The University of Maine system, Office of Research Administration includes the Center for Community Inclusion and Disability Studies (CCIDS) which is federally recognized as Maine’s University Center for Excellence in Developmental Disabilities (UCEDD). This center provides an innovative, individual, and community-based approach to improving access and equity for all Maine’s citizens. Through outreach education, training, and technical assistance, CCIDS enhances the capacity of all individuals, communities, organizations, and state systems to learn, grow, and thrive, including those who are underrepresented and those with disabilities. Areas of expertise have been identified as Inclusion, Equity, Universal Design, Education, Special Education, Early Intervention, and Quality Early Care and Education. The CCIDS staff designated to support this work have specialized knowledge in Relationship Based Technical Assistance, Peer to Peer Networks, Engaging in Professional Development with Adult Learners, Mentoring, Coaching, and Collaborative Consultation.

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 for these services were negotiated with the Provider. The rates are considered fair and reasonable as compared to the evaluation contract ECE-24-9201 and the technical assistance contract ECE-25-9200.

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.

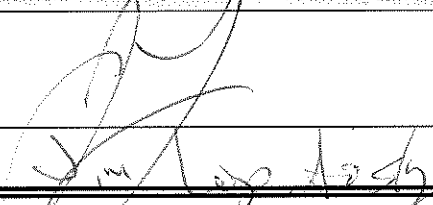
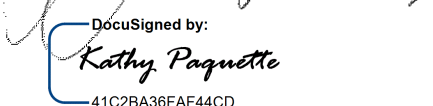
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Jim Lynch	Date:	11-Dec-24
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	12/19/2024