



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

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:		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)	\$ 21,000	Advantage CT / RQS #:	20240926*0838
CONTRACT	Proposed Start Date:	11/1/2024	Proposed End Date: 10/30/2026
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:		Data Savvy Consulting, Dr. Alicia Summers, Rebo, NV	
Brief Description of Goods/Services/Grant:		Data Savvy Consulting will utilize data collection tools as well as compile and analyze data collected as part of a two-year quality hearing pilot project for child welfare judicial reviews and permanency hearings occurring in the Maine Judicial Branch.	

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.

The Maine Judicial Branch (MJB) conducted a pilot project in 2020 aimed to improve the quality of judicial reviews and permanency review hearings in child protection cases. In collaboration with Dr. Alicia Summers, Ph.D, in her role as Director of Research at the Capacity Building Center for Courts, MJB staff developed a judge guide that encompassed hearing quality best practices and process, and trained the judicial officers involved in the pilot project accordingly. After implementation, Dr. Summers collected and analyzed the data and provided the MJB with a final report on the findings. Additionally, she presented the findings at the annual child welfare conference in Maine. Due to the results of the project, the MJB would like to expand the project to nine additional locations with Dr. Summers continuing to train judicial officers as well as conduct data collection and analysis.

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

Dr. Alicia Summers, Ph.D., is the only vendor who can effectively measure the outcomes of the MJB’s hearing quality pilot project for the following reasons:

1. Dr. Summers helped develop the guide for this pilot project and trained the judges who participated in the first phase of the project. Consistency in training the additional nine judges is paramount to have accurate data.
2. Dr. Summers has the data coding tools already developed from the first round of the project that are specific to the bench guide that she helped develop for the participating judicial officers.
3. Dr. Summers is familiar with Maine specific hearings as she has listen to, coded, and analyzed 100’s of Maine hearings in the last four years.
4. The data from the first pilot project will serve as the baseline and control data for this hearing in terms of fidelity to the process and participation from judicial officers. It is imperative for the integrity of the pilot project’s outcome measurements that the same evaluator who coded the baseline/control data also code the new test data to ensure uniformity of evaluation methodologies.
5. Dr. Summers works with 53 Court Improvement Programs (CIPs) in the country to develop and implement hearing quality projects through her role as the Director of Research at the Capacity Building Center for Courts. CIPs are funded through the Children’s Bureau of the Office of the Administration for Children & Families. The hearing quality pilot project that is the subject of this PJF is funded by a federal CIP grant. Given Dr. Summer’s unique role as the leading expert on hearing quality practices for CIPs, contracting with Dr. Summers for evaluation of this pilot project ensures that the project is evaluated pursuant to evaluation best practices endorsed by the Children’s Bureau.

PART III: SUPPLEMENTAL INFORMATION

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

The data collection and analysis required to evaluate this hearing quality pilot project will involve listening to, coding, and analyzing approximately 180 court hearings. The \$21,000 contract amount reflects an estimated 32 days of full-time work (8 hours per day) for one person to complete the tasks (approximately \$82 per hour). Cost for each task include loaded rates, which include staff time, travel (if necessary), materials, etc. The Provider charges a similar rate to other states' Court Improvement Programs for similar work. Additionally, the Maine Judicial Branch has determined that the Provider's quoted rate is fair and reasonable given her PhD in social psychology and ample experience with evaluation of child protection hearing quality projects. The Maine Judicial Branch does not have the expertise required for this project.

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

We do not plan to expand this as a pilot project in the future and therefore would not need data collection and analysis services.

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.

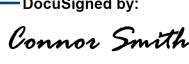
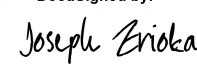
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	DocuSigned by:  <small>755F066E9C634D0...</small>			11/12/2024
Typed Name:	Connor Smith	Date:		
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/23/2024	