



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 \$10,000 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/Child Welfare	
Department Contract Administrator or Grant Coordinator:		Brienne Carrero / Lyndsay Frank	
(If applicable) Department Reference #:		CFS-23-613D	
Agency Department Code:	10A	Advantage CT / RQS #:	CT 20220902000000000683
Amount: (Contract/Amendment/Grant)		Amend D: \$42,468.33 Revised: \$4,845,292.33	
CONTRACT	Proposed/Original Start Date:	10/1/2022	Proposed/Most Recent End Date: 9/30/2025
AMENDMENT	New Effective Date:	7/1/2025	New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Adoptive and Foster Families of Maine Inc. (AFFM) Bangor, Maine	
Brief Description of Goods/Services/Grant:		Resource Family Support Services and Kinship Navigator Program - Provides support for Adoptive, Foster and Kinship Families	

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. Higher Education 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.

Adoptive & Foster Families of Maine, Inc. (AFFM) currently holds the contract for Resource Family Support Services. The purpose of the contract is to provide support services which assist Resource Parents in their role of caregivers for Youth placed in their homes by the Department. Resource Family support services enhance caregivers' skills in their role as Resource Parents and supports Resource Parents' increased understanding of the role shared with the Department in promoting timely Permanency outcomes (including Reunification) for Youth in Care.

The Kinship Navigator Program goes hand-in-hand with Resource Family support services and builds on it. The Kinship Navigator Program educates the general public through collaboration with school systems, medical facilities, courts, police departments and other community programs. The program provides Resource Guides with an extensive list of resources and supports for families to utilize and to better prepare them for being Kinship Families and also provides a Kinship Family-specific respite program.

AFFM is currently providing Resource Family Support Services to foster parents and kinship families, which includes formal kinship placements and informal caregivers. The additional kinship navigator services are funded using the Federal Kinship Navigator Grant.

The purpose of Amendment D is to add Contingency funding to cover 07/01/2025 through 09/30/2025.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

These services were procured under RFP#201608158, which ended on 12/31/2021.

Maine/OCFS participated in a cross-site collaborative consisting of four states: Maine, Montana, Vermont, and Wyoming, led by Generations United, Casey Family Program, and The University of Washington. The purpose of the collaborative was to develop an evidence-based kinship navigator program for the Families First clearinghouse, enabling states to claim federal IV-E funds. AFFM did the required groundwork, staff were hired, and the programming was fully implemented in Maine in February 2022. Data and findings from the collaborative were sent to the IV-E Clearinghouse at the end of 2023 for review and rating for including in Family First Prevention Services. Maine/OCFS' continuation in participating in this initiative was critical to the success of the evaluation, and contributed greatly to the research about an evidence-based kinship navigator program. In order for Maine to continue participation in the collaboration, a change in vendor could not occur.

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

The costs in this agreement are the same as in previous contracts since RFP #201608158 was awarded. This Provider (AFFM) has been selected under RFP 202503031 to provide these services with a contract start date of 10/1/2025.

PART III: SUPPLEMENTAL INFORMATION

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

The Department issued RFP 202503031 with a 10/1/2025 contract start date and a new contract with this Provider (AFFM) is in place (CFS-26-613).

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) or (026) – 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](#).

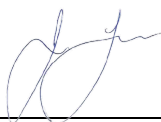
The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):



Typed Name: Jim Lopatosky

Date: 12-Dec-2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>Signed by:</small> <i>William J.E. Allen</i> <small>2D5B6E39E57E44A</small>		
Typed Name:	William J.E. Allen	Date:	12/15/2025

NOI 1220251080 Confirming 12/15/2025 - 12/21/2025