



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

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OCFS/Early Care and Education	
Department Contract Administrator or Grant Coordinator:		Brienne Carrero / Lyndsay Frank	
(If applicable) Department Reference #:		Multiple, see attached	
Amount: (Contract/Amendment/Grant)	\$31,570.00	Advantage CT / RQS #:	CTMV 10A 20240903CHILDCARESUP
CONTRACT	Proposed Start Date:	11/1/2024	Proposed End Date: 9/30/2025
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:		Multiple, see attached	
Brief Description of Goods/Services/Grant:		Administrative support for Child and Adult Care Food Program FCC Participant Sponsors	

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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 Child and Adult Care Food Program (CACFP) is a USDA Food and Nutrition Service program, administered in Maine through the Department of Education. CACFP provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Within the State, there has been a decrease in community providers willing to assist in sponsoring Family Child Care participating in CACFP due to costs associated with administrative tasks. With this Agreement, funding will support sponsors with these costs to retain and increase Family Child Care CACFP participation. The Agreement will assist the Department in its goals for increasing access to quality care for Maine's children by ensuring children are receiving the healthy food and snack while in childcare.

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

This Agreement has been established to reimburse willing and qualified community Providers that sponsor a Family Child Care participating in the CACFP for administrative costs at a rate approved by the USDA Food and Nutrition Service. The Provider provides CACFP onboarding and oversight, performs site visits, and complies with administrative and reporting requirements on behalf of, and in support of Family Child Care participants.

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

The costs reimbursed to the Provider through this agreement were reviewed by the Department and determined to be fair and reasonable. These costs mirror those approved by the USDA Food and Nutrition Service for reimbursement to each Family Child Care participating in CACFP without a Provider sponsor.

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

Any willing community Providers, determined by DOE and OCFS to be qualified to sponsor a Family Child Care participating in the CACFP, are eligible to receive these administrative reimbursements. The Department does not intend to RFP these 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.

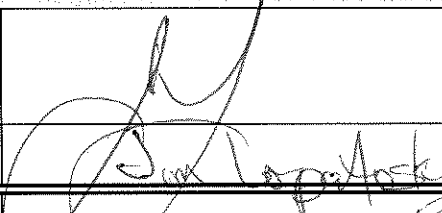

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Sam Caporale	Date:	4-11-24
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	11/18/2024

Procurement Justification Form (PJF)

DHHS Office:

OCFS

Service:

CHILD CARE SUPPORTS-SFY25

Vendor Name	Agreement Number	Start Date	End Date	Projected Spend
Androscoggin Head Start & Child Care dba Promise Early Education Center	ECE-25-1500	11/1/2024	9/30/2025	\$4,510.00
Community Concepts Inc.	ECE-25-1501	11/1/2024	9/30/2025	\$4,510.00
Downeast Community Partners	ECE-25-1502	11/1/2024	9/30/2025	\$4,510.00
Penquis Community Action	ECE-25-1503	11/1/2024	9/30/2025	\$4,510.00
So. Kennebec Child Development Corp	ECE-25-1504	11/1/2024	9/30/2025	\$4,510.00
Waldo Community Action Partners	ECE-25-1505	11/1/2024	9/30/2025	\$4,510.00
Family Focus	ECE-25-1509	11/1/2024	9/30/2025	\$4,510.00
Total Items	7	Total Amount		\$31,570.00