



### 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			
Department Office/Division/Program:		DHHS/Office of Child and Family Services/Child Welfare	
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque \ Brianne Carrero	
(If applicable) Department Reference #:		CFS-24-8900	
Amount: (Contract/Amendment/Grant)	\$ 13,550.00	Advantage CT / RQS #:	CT-10A-20231101000000001284
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date: 8/31/2024
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:		UNIV OF MAINE SYS dba Office of Research Admin, Orono ME	
Brief Description of Goods/Services/Grant:		Conservation Camp Day Program for Youth in Foster Care/Youth Formerly in Foster Care, ages 14-23	

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 Office of Child and Family Services (OCFS) is legally responsible for the care and supervision of Youth in Care. As their legal guardian, OCFS must meet federal mandates to provide Youth in Care with age- and developmentally-appropriate activities to build essential life skills that all Youth will need to successfully transition to adulthood, and which are considered "normalizing" experiences that their peers who are not Youth in Care may receive.

The purpose of this Agreement is to educate Maine Youth in Foster Care and those formerly in Foster Care who are from DHHS programs such as the Youth Leadership Advisory Team (YLAT) (ages fourteen (14) to twenty-three (23) years old), on the natural resources and healthy recreational opportunities that are available in Maine. The expectation is that participants will gain an appreciation and greater awareness of the outdoors, while learning various skills to be safe and successful. Studies show that time spent outdoors increases cognitive abilities and has positive effects on brain development, which can lead to a healthier lifestyle.

The Vendor will organize two (2) separate Youth Skills Days, each lasting one (1) day in length and a Virtual Orientation Program. The Virtual Orientation Program will take place prior to each Youth Skills Day to introduce some of the content, make staff connections, and set the stage for success. The Virtual Orientation Program will be presented live via the Zoom platform and will be interactive with participants and a co-host from the Department. The Youth Skills Days will provide opportunities for up to forty (40) Youth to learn new skills, increase knowledge about local wild resources, gain confidence, create new friendships, learn safe practices in nature, self-respect, and more.

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

The Vendor for this service is determined by the Maine Department of Inland Fisheries & Wildlife (MDIFW), who will consider contracting with any willing and qualified DHHS-licensed summer camp. Other camps who meet the qualifications can also submit requests for funding to MDIFW, but there are no other camps who have met the qualifications in recent years. Greenland Point Center was qualified in the past but has since been procured by the University of Maine and is included in MDIFW's current contract.

The University of Maine Cooperative Extension (UMCE) receives funding from the MDIFW for scholarships for the programs they offer that adhere to MDIFW policy (related to hunting, fishing, shooting sports and inclusive of safety certifications through that agency). UMCE's Bryant Pond 4-H Conservation Camp (BP) offers experiential learning, integrates the 4-H models of Youth development and healthy living and lifestyle into all programming. It is the only camp that meets MDIFW's qualifications to provide this programming.

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

This year's cost for the Provider to host the two (2) sessions of day camp is \$271 per Youth. That cost is less than the 2023 rate of \$327. In 2020, the cost for the Provider to host only a "Virtual Camp" experience was \$567 per Youth.

**PART III: SUPPLEMENTAL INFORMATION**

The Department negotiated the costs with the Vendor and has determined that the costs are fair and reasonable as compared to the cost for camps offering similar programming in Maine.

- If the Bryant Pond Junior Maine Guide Program (four weeks, residential) was open/available, it would cost \$3,290 per person.
- A search of the web shows that an average day camps can charge from \$100-\$1300 per week.
- And, by comparison, the weekly price for an overnight camp can vary from under \$200 to more than \$1,500, with the average cost of a week-long, American Camp Association-accredited overnight camp being \$768.
- Two weeks at Camp Med-O-Lark (Private, residential, co-ed, ages 8-16) costs \$3,300.

Two weeks of overnight or Leader in Training YMCA Camp of Maine costs between \$1,348-\$1,648.

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

The Department does not plan to competitively bid this service.

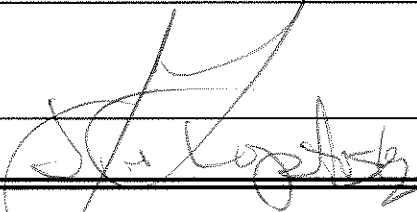
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

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: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:			
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA38FAF44CD...		
Typed Name:	Kathy Paquette	Date:	4/26/2024