

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Labor			
Department Contract Administrator or Grant Coordinator:	Patricia O'Brien			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$13,473.60	Advantage CT / RQS #:	CT 12A 20200623*4060	
CONTRACT	Proposed Start Date:	6/15/2020	Proposed End Date:	9/25/2020
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:	Center for Employment Security Education and Research, Inc. (CESER) Washington, DC			
Brief Description of Goods/Services/Grant:	To engage a project manager to provide additional management support in our System Support Unit.			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency – COVID-19		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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PART III: SUPPLEMENTAL INFORMATION

This is a sole source contract request to engage a project manager from the Center for Employment Security Education and Research (CESER).

CESER is the sole source for providing leading education, research and information technology support focused on workforce development and unemployment insurance issues. CESER offers a broad range of research, training, consulting, and information technology services to states, the state workforce agencies and their federal partners, with an interest in unemployment insurance and employment and training services. CESER, is an arm of NASWA, the National Association of State Workforce Agencies. NASWA is the sole organization representing the 53 state workforce agencies including D.C. and Puerto Rico and Guam. These state agencies administer unemployment insurance benefits, trade adjustment assistance, workforce development programs, labor exchange services, and labor market information. In supporting NASWA and its partners, CESER serves as an incubator for research, analysis, training and technology. Through NASWA's membership, CESER has direct and sole access to the most current information on developments in the state workforce system, including emerging challenges and issues facing state workforce agencies and their local partners.

Due to the increased volume of unemployment claims, the implementation of new federal programs and the need for business process improvements, we reached out to NASWA, knowing they had project managers with knowledge of the unemployment insurance program as well as knowledge of the ReEmployME system.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

JD Pinnix worked on the MDOL's modernization project as a project manager and subject matter expert. In addition to his time on the ReEmployME project, he also has significant knowledge of the core functionality of the system since its origins are the Mississippi Access system, on which he served as one of the project managers.

In addition to that he has over 20+ years of unemployment insurance knowledge and experience as a manager in various roles for the Mississippi Department of Employment Security, with increased program administration responsibility. With his knowledge he will be able to provide immediate help to the department's system support team.

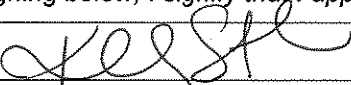
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

His rate is comparable to other project managers we have engaged through Knowledge Services with comparable PM experience. There is no other available PM with his unique skill set and knowledge base.

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

Unfortunately, JD has other duties and we are only able to get him part time for a few months. If there is a potential for extending this agreement, due to his unique skill set – competition is not applicable.

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PART IV: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	6/23/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	6/24/2020