

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		DOL/ BRS/ DVR	
Department Contract Administrator or Grant Coordinator:		Libby Stone-Sterling	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	+ \$15,000.00 New total of \$33,000.00	Advantage CT / RQS #:	20190913*0878
AMENDMENT	Original Start Date:	10/1/19	New Start Date: 1/1/20
	Original End Date:	12/31/19	New End Date: 3/31/20
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:		Pamela W Waite Yarmouth, ME	
Brief Description of Goods/Services/Grant:		To inform and advise clients and applicants of VR programs	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	A. Competitive Process		G. Grant
X	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		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

The Client Assistance Program (CAP) is a federally mandated program (34 CFR §370) which purpose is to advise and inform clients and applicants of all services and benefits available to them through state Vocational Rehabilitation (VR) programs authorized under the Rehabilitation Act of 1973 as amended. The CAP is funded by the US Department of Education's Rehabilitation Administration

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PART III: SUPPLEMENTAL QUESTIONS

(RSA) through an annual formula grant (CFDA 84.161A) to Maine Department of Labor's Division of Vocational Rehabilitation (MDOL DVR) within the Bureau of Rehabilitation Services (BRS). Consistent with the State's procurement policy and procedures, MDOL DVR then awards the CAP grant to an entity separate from the VR agency through the Request for Proposals process.

Maine is one of only a few states in the country which the State Vocational Rehabilitation agency is the designated agency for carrying out the CAP. Each state's governor holds the authority for the designation of the agency responsible for operating the CAP in accordance with Section 112 of the Rehabilitation Act of 1973, as amended.

The contract term for the current CAP expires on September 30, 2019 and the option for extension was refused by the vendor, C.A.R.E.S, Inc. This presents an opportunity for the Governor to consider re-designation of the CAP to an agency that is independent of MDOL DVR or any agency that provides vocational rehabilitation services under the Rehabilitation Act.

After consultation with the Governor's Office and the Division of Procurement, it was determined that the Request for Information (RFI) process would be the best method to gather information for the Governor in determining the options available for re-designation. This process is anticipated to take approximately three months. The Governor has the authority to move forward with re-designation and is expected to do so after receiving the information from the RFI.

In order to be in compliance with federal law and have no interruption in service, this contract is necessary. The selected vendor is knowledgeable of the services and benefits available to clients and applicants through state Vocational Rehabilitation (VR) programs authorized under the Rehabilitation Act of 1973 as amended and can meet the state assurances required for Client Assistance Program grants.

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

This amendment is to extend the contract and avoid disruption in service while the re-designation is in progress.

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

The cost was based on an hourly rate for the expertise of the individual. This is comparable to other individuals with her expertise.

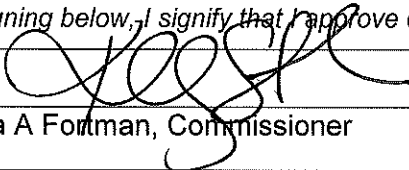

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4. Describe the plan for future competition for the goods or services.

After consultation with the Governor's Office and the Division of Procurement, it was determined that the Request for Information (RFI) process would be the best method to gather information for the Governor in determining the options available for re-designation. This process is anticipated to take approximately three months. The Governor has the authority to move forward with re-designation and is expected to do so after receiving the information from the RFI.

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:	Laura A Fortman, Commissioner	Date:	1/7/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	1/10/2020