

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) 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:	Maine State Library		
Department Contract Administrator or Grant Coordinator:	James Ritter		
(If applicable) Department Reference #:			
Document Amount:	\$ 15,000	Advantage CT / RQS #:	CT94Q20200124*2137
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:
ALL OTHER	Proposed Start Date:	January 24, 2020	Proposed End Date: February 5, 2021
Vendor/Provider/Grantee Name, City, State:	Maine Job Trust, 137 Pamela Drive, PO Box 334, Winthrop, ME 04364		
Brief Description of Goods/Services/Grant:	Providing assistance with limited project work at the Maine State Library by utilizing staffing/individuals pursuing developmental opportunities in the area of: work support, vocational rehabilitation services, individual employment plans, etc.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of 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

The Maine State Library periodically has projects in which individual (human resources) are required to help complete the projects. Such projects often require basic skill sets, and not necessarily fully qualified professional services. Additionally, such projects are time limited and do not require a full-time commitment from the individual assisting.

Maine Job Trust specifically works with individuals who seek to enter/re-enter the work force, yet require employment opportunities that meet their level of developmental needs. As such, Maine Job Trust assesses the projects the Maine State Library has, and then is able to match potential staffing assistance in accordance with the skills and abilities of the individuals Maine Jobs Trust works with.

This opportunity to utilize Maine Jobs Trust services creates a partnership in which the Maine State Library is able to complete needed projects, and Maine Jobs Trust is able to build workforce skills for individuals that may require: work support, vocational rehabilitation services, situational assessments, and individual plans of employment. Such services are outside the scope of a traditional temporary staffing contract.

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

The specific services that Maine Jobs Trust provides to the individuals that assist the Maine State Library with special project work are not provided via other public resources.

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


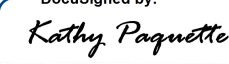
Costs are consistent with employment/staffing services and are often less than traditional temporary-staffing contracts.

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

The Maine State Library is always looking to identify vendors that provide services beneficial to the Maine State Library. Should the Maine State Library be made aware of such services, future competitive bidding would be conducted.

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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:	James Ritter	Date:	01-24-2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	1/27/2020